



**WAYNE STATE
UNIVERSITY**

**College of Fine, Performing and Communication Arts
Office of the Dean**
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**2023-2024 PROMOTION CALENDAR
for Tenured, Tenure-Track, and Teaching Faculty**

NOTE: Formal notice of INTENT TO APPLY FOR PROMOTION is due to Department Chairs on March 1st of the year preceding the review.

9 January 2023: Classes Begin

15 February 2023 (2:00-3:00): Tenured and tenure-track faculty Promotion & Tenure workshop.

17 February 2023 (2:00-3:00): Teaching faculty Promotion workshop.

1 March 2023: Candidates for P&T consideration or promotion to Professor request consideration by submitting a Notification Form to Department Chair. (See Notification Form below.)

April 1 2023: Chairs submit to Associate Dean a list of all candidates for 6th and 7th year P&T review and promotion review. All applicants should review the appropriate PDFs and SmartPath orientation videos at;
<https://provost.wayne.edu/resources/academic-personnel/promotion-tenure>

March 2023: Applicants meet with their department chairs to review department and university factors along with guidelines and instructions for the preparation of application materials.

Early April 2023: Department Chairs consult Department P&T Committees on the selection of External Evaluators.

24 April 2023: Classes End

April-May 2023: Candidates submit materials for External Evaluators' reviews to Department Chair. ● Candidates and Department Chair discuss list of External Evaluators. ● Final list of External Evaluators is determined by Chair in consultation with Department P&T Committee. ● Department Chairs contact External Evaluators and distributes candidates' materials with instructions.

17 August 2023: University Year Appointments Begin

28 August 2023: (Classes Begin) Candidates for Teaching Faculty promotion review submit finalized materials to Department Chairs. ● External Evaluator letters due to Department Chair.

11 September 2023: Candidates' materials made available to Department P&T Committees.

16 October 2023: Department P&T Committees' recommendations completed and forwarded to Department Chairs.

30 October 2023: Department Chairs' recommendations completed. ● Chair notifies candidates of review status via memo. ● Materials of candidates receiving positive recommendations due in Dean's Office.

6 November 2023: Candidates' files available for College P&T Committee review.

10, 17 November & 1, 8 December 2023: College P&T Committee Meetings

13 December 2023: (Classes End) College P&T Committee recommendations completed and

submitted to the Dean.

8 January 2024: Classes Begin

9 January 2024: Materials of candidates receiving positive recommendations due in Provost's Office. ● Associate Dean notifies candidates of application review status.

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The Provost and Academic Senate Policy Committee select the final names for the 32-member University P&T Committee from the slate of Article XXX nominees submitted by the colleges.

For WSU and AAUP/AFT Promotion and Tenure Contractual Information, see p. 62-65 at [aaup_collective_bargaining_agreement.pdf \(wayne.edu\)](#)

For comprehensive WSU Promotion and Tenure procedures and documents for Tenure-Track and Teaching Faculty, see <http://provost.wayne.edu/resources/promotion-tenure.php>