**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 facultyPromotion 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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For WSU and AAUP/AFT Promotion and Tenure Contractual Information, see p. 62-65 at [aaup\_collective\_bargaining\_agreement.pdf (wayne.edu)](https://provost.wayne.edu/pdf/aaup_collective_bargaining_agreement.pdf)

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