



Dorothy F. Schmidt College of Arts and Letters
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MEMORANDUM

DATE: April 7, 2022

TO: Chairs and Directors

FROM: Michael J. Horswell, Dean
 Dorothy F. Schmidt College of Arts & Letters

RE: Recommended and required deadlines: P&T, NTT, Third Year Review and SPE 2022-2023

Dates	Promotion and Tenure
August 26, 2022 <i>suggested due date can be earlier</i>	Interfolio dossier(s) complete and released for review to department by Chair/Director who has reviewed the dossier(s) in Interfolio. (Chair/Director and P&T rep should ensure the candidate’s portfolio conforms to guidelines and should make mentoring suggestions for improvement as needed)
August 26 – September 16, 2022 <i>suggested due date</i>	Department committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. (If committee has suggestions for improving/correcting the portfolio, this should be done as feedback to candidate before portfolio moves forward). Candidate(s) has 5 days to reply.
September 19 – September 30, 2022 <i>suggested due date</i>	Interfolio dossier(s) released for Chair/Director level review. Writes and uploads letter(s) in Interfolio. Candidate(s) has 5 days to reply.
October 3, 2022 Firm deadline!	Interfolio dossier(s) released for College level review.
October 3 – October 28, 2022	College committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. Candidate(s) has 5 days to reply.
October 31, 2022	Interfolio dossier(s) released for Dean level review.
October 31 – November 18, 2022	Dean reviews dossier(s). Writes and uploads report(s) in Interfolio. Candidate(s) has 5 days to reply.
December 2, 2022	Interfolio dossiers released to Provost level.
January 16, 2023	Associate to Full Names to College

Dates	Non-Tenure Track
September 19, 2022 <i>suggested due date can be earlier</i>	Interfolio dossier(s) complete and released for review to department by Chair/Director who has reviewed the dossier(s) in Interfolio.
September 19 – October 14, 2022 <i>suggested due date</i>	Department committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio.

	<i>Candidate(s) has 5 days to reply.</i>
October 17 – October 31, 2022 <i>suggested due date</i>	Interfolio dossier(s) released for Chair/Director level review. Writes and uploads letter(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
November 1, 2022 Firm deadline!	Interfolio dossier(s) released for College level review.
November 1 – November 28, 2022	College committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
November 29, 2022	Interfolio dossier(s) released for Dean level review.
November 29 – December 16, 2022	Dean reviews dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
January 6, 2023	Promotion interfolio packets released to Provost level.
Dates	Third Year Review
January 9, 2023 <i>suggested due date can be earlier</i>	Interfolio dossier(s) complete and released for review to department by Chair/Director who has reviewed the dossier(s) in Interfolio.
January 9 – February 3, 2023 <i>suggested due date</i>	Department committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
February 6 – February 24, 2023 <i>suggested due date</i>	Interfolio dossier(s) released for Chair/Director level review. Writes and uploads letter(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
February 27, 2023	Interfolio dossier(s) released for College level review.
March 27 – March 31, 2023	College committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
March 31, 2023	Interfolio dossier(s) released for Dean level review.
April 3 – April 28, 2023	Dean reviews dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i> <i>*Dossiers stay at college level; cumulative report sent to Provost's Office.</i>

Dates	SPE
January 9, 2023 <i>suggested due date can be earlier</i>	Interfolio dossier(s) due to Chair/Director. Chair/Director to forward to SPE department committee. <i>No Chair/Director letter is required.</i>
January 9 – February 24, 2023	SPE department committee meets, reviews, and evaluates on dossier(s). Writes and uploads report(s) in Interfolio.
February 27, 2023	Interfolio dossier(s) released for Dean Review and final letter.
April 10, 2023	SPE interfolio dossier(s) released to Provost level.