

**2023-2024 REVIEW TIME LINE**  
**FACULTY PERSONNEL COMMITTEE**

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Date	Contract Renewal	Tenure and Promotion to Associate	Promotion to Professor	Promotion to Senior .... Lecturer or Adj Asst Professor
2023 January - on or before January 31	Candidate notification	Candidate notification - <b>candidates wanting to go up early should notify the Provost/DOF Office</b>		Candidate notification
Spring semester - early fall	Invite colleagues to attend your classes			
February 6 - March 10		Meet with Mary Raschko to discuss external reviewers procedure		
Wednesday, March 1			<b>Deadline</b> for notifying Susan Bennett in the PDOF Office of intention to be reviewed for promotion to professor	
Monday - March 27 @ 4:00 PM	Faculty Personnel Committee Information Session Location TBD (may be ZOOM)			
Monday, April 3		<b>Deadline</b> - Submit an updated CV and list of External Reviewers to Mary Raschko.		
Monday, May 29		<b>Deadline</b> - Flashdrives with review materials for external reviewers DUE to Susan Bennett		
Monday, August 7	<b>Deadline</b> - All review materials DUE in PDOF Office; Colleague letters DUE in PDOF Office. <b>INCLUDING</b> Release of Information Form.			
Wednesday, August 30 (or earlier if possible)				<b>Notify</b> Susan Bennett in the PDOF Office of intention to be reviewed for promotion to senior rank
Monday, September 4	Faculty Personnel Committee Information Session <a href="https://whitman.zoom.us/j/91060539344?pwd=WktyS1B4L1hlYWlac3Q2eitMOGZOdz09">https://whitman.zoom.us/j/91060539344?pwd=WktyS1B4L1hlYWlac3Q2eitMOGZOdz09</a> Meeting ID: 910 6053 9344 Passcode: 609202			
Tuesday, September 5		<b>Deadline -Release of Information form</b> to Susan Bennett.		
Monday, September 18		<b>Deadline</b> - All review materials DUE to Susan Bennett in PDOF Office, including colleague letters		
Monday, January 15, 2024				<b>Deadline</b> - Review materials DUE in PDOF Office; colleague letters DUE in PDOF Office.