

**2024-2025 REVIEW TIME LINE**  
**FACULTY PERSONNEL COMMITTEE**

Date	Contract Renewal	Tenure and Promotion to Associate	Promotion to Professor	Promotion to Senior .... Lecturer or Adj Asst Professor
2024 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 5 - March 10		Meet with Mary Raschko to discuss external reviewers procedure		
Thursday, March 1			<b>Deadline</b> for notifying Susan Bennett in the PDOF Office of intention to be reviewed for promotion to professor	
Tuesday - March 26 @ 4:00 PM	Faculty Personnel Committee Information Session ZOOM Meeting			
Monday, April 1		<b>Deadline</b> - Submit an updated CV and list of External Reviewers to Mary Raschko.		
Monday, May 27		<b>Deadline</b> - Flashdrives with review materials for external reviewers DUE to Susan Bennett		
Monday, August 5	<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 28 (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 2	Faculty Personnel Committee Information Session ZOOM Meeting			
Tuesday, September 3		<b>Deadline -Release of Information form</b> to Susan Bennett. Can be found on PROVOST-DOF Cleo site ---> Faculty Personnel Committee ---> 2023-2024 Faculty Personnel Reviews.		
Monday, September 16		<b>Deadline</b> - All review materials DUE to Susan Bennett in PDOF Office, including colleague letters		
Monday, January 13, 2025				<b>Deadline</b> - Review materials DUE in PDOF Office; colleague letters DUE in PDOF Office.