

TO: Tenured, Tenure-Track, Clinical, and Lecturer Faculty
 FROM: Carl N. Drummond
 Vice Chancellor for Academic Affairs
 DATE: April 1, 2024
 SUBJ: Promotion and Tenure Timetable, 2024/2025



The general administrative timetable for the flow of promotion and/or tenure cases for 2024/2025 is shown below. Note that the reviews by the department/division and the school/unit precede the campus-level review.

*Notification to chair of intent to submit case for P&T or promotion with new external review letters... **May 14**
 Notification to chair of intent to submit case for promotion with last year's letters**June 1**

Department Due Date.....No Later than August 19, 2024
 Unit Due Date..... October 11, 2024
 Recommendation to Campus Committee December 6, 2024
 Campus Recommendation uploaded January 10, 2025
 To Vice Chancellor..... January 17, 2025
 VCAA Recommendation uploaded..... February 7, 2025
 To Chancellor..... February 14, 2025
 To West Lafayette..... March 3, 2025
 Faculty notified of campus recommendation..... March 3, 2025
 Faculty notified of Board decision..... Spring, 2025

The format (OAA 99-1) for tenured/tenure track, and clinical and (OAA 20-1) for lecturers and coversheet (OAA Form 153) can be found on the VCAA web page at <https://www.pfw.edu/offices/faculty-support/faculty/promotion-tenure>. Copies of the Guiding Principles of Promotion and Tenure (SD 14-35, SD 18-15 and SD-19-27) and the Procedures document (SD 14-36, SD 19-13) are also available on the VCAA page or the PFW Senate web page at <https://www.pfw.edu/committees/senate/ptdocuments/>.

Reminder that any probationary tenure track faculty serving during the COVID pandemic (spring semester 2020 through spring semester 2021, inclusive) is eligible for a one-time, one-year extension to their probationary period (OAA IOCGM 20-12, <https://www.pfw.edu/microsites/pfw-prepared/docs/OAA%20IOCGM%2020-12.pdf>)

*Note: Best practice recommends that process to secure external review letters begin no later than March 1.

Reminder that all P&T dossiers will be submitted and routed in OneDrive.