

**Application for Promotion and Tenure 2023-2024**

**Deadlines and Process Overview for 2024-2025 Campus Review**

The process of applying for promotion and/or tenure begins well in advance of the formal review process. The School works with the candidate early in the year prior to review to ensure that external referees and internal evaluators base their work on as thorough and clear a presentation of the candidate’s record as possible. Once the dossier enters the formal review process in September 2024, the candidate will hear no news of the case unless the case concludes with a negative recommendation at any level, or a positive recommendation at the campus level. The following expectations and deadlines guide this process:

8/31/23 Final list of candidates being considered for P&T in 2024/25 emailed to FAA.

Sept/Oct 2023 Launch of process with candidate, Director, and Program Chair.

Identification of primary & contributing authors for internal reviews.

Identification of evaluators for at least two classroom visits.

Identification of supplemental/review materials.

Candidates begin preparing dossiers in Communication 9 format using the template provided by the College, following the additional formatting guidelines also provided by the Dean’s Office. <https://my.faa.illinois.edu/iframe.asp?url=https://faa.illinois.edu/promotion-and-tenure?content-only=1>

Sept/Oct 2023 Classroom visits begin, to be concluded by April 1, 2024.

01.14.24 List of potential external reviewers due to Director (copy Audra Weinstein)

From peer institutions

No more than two from each institution

Must be full Professors

Include a short biography, email, website, title

List of reviewers NOT to contact

These should include eight selected by the candidate

(Twelve will be selected by the unit in consultation with Director’s Office)

01.17.24 Dossier in Communication 9 format, along with supplemental/review materials (research portfolio, books, articles, etc.) Send a copy to Director and Audra Weinstein.

02.01.24 Dean’s Office returns list of proposed reviewers with comments. Director begins contacting reviewers, confirming willingness to serve.

02.14.24 School returns dossier to candidate with suggested revisions.

03.03.24 Dossier (including candidate’s statements) due to Dean’s Office for review.

03.17.24 Dean’s Office returns draft dossiers to unit with comments, requests for revision.

03.31.24 Candidate submits final dossier to school.

05.05.24 School sends dossiers to reviewers, accompanied by samples of work completed since last promotion, and not previously reviewed as part of any promotion.

07.01.24 Draft internal evaluations due to the Director for review.

08.01.24 External review letters due to School.

09.01.24 If needed, final edits made to dossier.

09.01.24 School Promotion and Tenure review begins.

09.27.24 Cases recommended by the Director for promotion proceed to the College.

12.13.24 Cases recommended by the Dean for promotion proceed to the Campus.

May 2025 Candidates recommended for promotion at campus level notified.