

**ALL SCHOOLS/COLLEGES
2017/2018 DEADLINES FOR COMPLETION OF PTR PROCEDURES**

August 25	The faculty member shall return the completed PTR form to the Department Head after signing it to indicate approval. Tenured faculty may withdraw from promotion consideration at any time. Prior to the Provost's decision, a faculty member may withdraw from early tenure and promotion consideration without prejudice to a future tenure and promotion application. Requests for withdrawal should be in writing.
September 15	The Departmental PTR Committee shall report its recommendations and appraisals with supporting evidence in writing to the Department Head. If, in any case, the Committee's recommendation is not unanimous, its report shall include the dissenting opinions with supporting data.
October 6	The Department Head shall transmit to the Dean of the school/college his/her recommendations for promotion, tenure and reappointment, together with those of the Departmental PTR Advisory Committee, the supporting data, and dissenting opinions. When neither the Committee nor the head recommends a promotion that has been considered, no recommendation need be transmitted to the Dean unless specifically requested by the faculty member or the Dean.
November 17	The Dean shall inform the Department Head and the faculty member of the recommendations to be made by the Advisory Council and the Dean regarding the faculty member. In case of a negative recommendation, the notification shall be in writing with reasons, if either the faculty member or the Dean so wishes.
December 1	The Dean shall transmit to the Provost his/her recommendations and those of the Advisory Council, the Department Head and the Department Advisory Committee, together with supporting data and any dissenting opinions. When recommendations differ, it is important to include a statement of the reasons for the Dean's recommendations.
December 22 to January 9	Provost's PTR Committee members review dossiers.
January 10	Provost's PTR Committee meets and selects cases for discussion with the Deans.
Weeks of January 15 & January 22	Deans and Department Heads meet individually with the Provost's PTR Review Committee to provide input and discuss dossiers within their specific school/college.
Week of January 29	Provost meets with individual faculty members whose dossiers are being referred to the Faculty Review Board (FRB) and meets separately with the FRB to discuss negative recommendations and asks for review and advice.
March 30	The Provost submits recommendations to the Board of Trustees for approval at its April meeting.
April 25, 2018	Following Board of Trustees approval, the Provost sends confirmation letters to individual faculty members who have been promoted or awarded tenure.