

General time line for promotion and tenure packages

1. End of June --- Preliminary packet submitted
2. Mid-July --- List of references and updated resume to the department head and the chairman of the P and T committee..
3. 3rd week of July --- Packets returned.
4. September 1 --- Formal packet submitted to department P&T committee
5. September --- Department P&T committee reviews and makes a recommendation
6. Early October --- Department head reviews and makes a recommendation
7. Mid October --- Packet is forwarded to college