

## 2023-2024 COE P & T Schedule

1	Friday, July 21, 4:30pm	External Reviewer letters are due to Department Chairs
2	Friday, August 18, 4:30pm	Folders are closed to P & T faculty at 4:30pm.
3	Friday, August 18, 4:30pm	Folders are opened to Department Chairs to upload external reviewer letters to P&T faculty folders <b>until Monday, August 28 at 12pm.</b>
4	Monday, August 28, 12pm	Folders will be closed to Department Chairs.
5	Friday, August 28, 12pm	Folders will be opened to P & T Department Committee Members to review <b>until Friday, September 22 at 12pm.</b>
6	Friday, September 22, 12pm	Folders will be closed to the P & T Department Committee Members.
7	Friday, September 22, 12pm	Folders will be opened to Department Chairs for their reviews <b>until Friday, October 13 at 12pm.</b>
8	Friday, October 13, 12pm	Folders will be closed to Department Chairs.
9	Friday, October 13, 12pm	Folders will be opened to P&T COE College Committee Members to review <b>until Tuesday, November 7 at 4:30pm.</b>
10	Tuesday, November 7, 4:30pm	Folders will be closed to P&T COE College Committee Members.
11	Tuesday, November 7, 4:30pm	Folders will be opened to Dean Hill-Clarke to review <b>until Wednesday, November 29 at 4:30 pm.</b>
12	Thursday, November 30, 4:30pm	<b>All P &amp; T folders submitted to the Office of the Provost by Thursday, November 30 at 4:30 p.m.</b>
13	December 7-8	Dean Hill-Clarke will meet with faculty up for promotion and/or tenure December 7-8.