

**College of Dentistry P&T Timetable
2018-19**

2018	
April - May	DH reviews faculty and identifies those who will be recommended for promotion or promotion with tenure.
June 1	Names of faculty to be recommended for promotion in 2018-19 cycle due to the COD Office of Faculty Affairs.
June - July	Letters of request are sent to referees (5-8 are needed for Academic (tenure)Track, 3-5 for Clinical Promotion Track). Requests should be sent <i>no later than</i> the 2nd week in June. An email is now acceptable for the initial request, but it must be worded according to the sample in the Guidelines. An official letter follows, along with the necessary documents. Please ask reviewers to return the letters to you by August 3, 2018 . Remember that a CV or biographical sketch is required for each reviewer. (See: http://faculty.uic.edu/promotionandtenure/)
August	Department Committee Reviews (according to Department's Bylaws) & formatting check
September 14	Completed packages due at COD OFA for College Review. An electronic PDF copy of the complete packet is due to the COD OFA by 5:00 PM on Friday, September 14, 2018. <i>(The department should keep the original Word file during this time as corrections may be needed.)</i>
September 17-28	Formatting review by COD OFA; dossiers will be returned to departments for necessary revisions.
October 1- 26	College committees will meet and review dossiers. Corrections may be suggested to the preparer.
November 9	FINAL corrected packages due to COD OFA. An original paper copy of the completed signed and paginated dossier (including <i>all</i> original documents & letters and the signed Preparer's Checklist) and a final Word file copy on a thumb drive, should be given to Director of the Office of Faculty Affairs, Wendy Cerny, by Friday, November 9, 2018.
November	Dean reviews and endorses dossiers
December 3	Dossiers uploaded to campus Blackboard site
December 14	Dossiers due at University Office of Faculty Affairs
2019	
February	Campus P& T Committee Meets
Late March	Deans/UEOs are notified of campus committee decisions. Campus committee decisions are forwarded to Provost/Chancellor for final review.
May	Final approval by University BOT; decision formally announced to faculty

Notes for package preparers:

1. The campus P&T website is usually updated in late spring of each year. All policies, procedures, and forms can be downloaded from that site: <http://www.uic.edu/depts/oa/pt.html>
2. **Please be sure to download the correct package of forms from the campus website!**
There are two different sets of forms to select: 1) promotion applications for clinical non-tenure track and 2) promotion and/or tenure applications for those who are in the tenure track or the research non-tenure track.

Questions/Contact:

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