

**College of Dentistry P&T Timetable
2020-21**

2020	
May - June	DH reviews faculty and identifies those who will be recommended for promotion or promotion with tenure.
June - July	Letters of request are sent to referees (5-8 are needed for Academic (tenure)Track, 3-5 for Clinical Promotion Track). Ideally, requests should be sent by mid-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 July 31, 2020 . Remember that a CV or biographical sketch is required for each reviewer. (See: http://faculty.uic.edu/promotionandtenure/)
July 10	Names of faculty to be recommended for promotion in 2020-21 cycle due to the COD Office of Faculty Affairs.
Late August	Department Committee Reviews (according to Department's Bylaws) & formatting check
September 11	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 11, 2020. <i>(The department should keep the original Word file during this time as corrections may be needed.)</i>
September 14-25	Formatting review by COD OFA; dossiers will be returned to departments for necessary revisions.
October 5-23	College committees will meet and review dossiers. Corrections may be suggested to the preparer.
November 6	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), a final Word file, and PDFs of all external letters and signature pages should be given to Director of the Office of Faculty Affairs, Wendy Cerny, by Friday, November 6, 2020.
November	Dean reviews and endorses dossiers
December 10	Dossiers uploaded to campus Blackboard site
December 15	Special COVID-19 Rollback requests due (Optional for Tenure Probationary Faculty)
December 17	Hard copies of Dossiers due at University Office of Faculty Affairs
2021	
February 2-10	Campus P& T Committee Meets
February 19-26	Deans/UEOs are notified of campus committee decisions. Campus committee decisions are forwarded to Provost/Chancellor for final review.
May 7	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/oaa/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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