***College of Dentistry P&T Timetable 2021-22***

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|  | **2021** |
| April - May | 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 for Academic (tenure)Track, 3-5 for Clinical Promotion Track). Ideally, requests should be sent by mid-June. Templates for the initial request and follow up correspondence can be found in the Guidelines. Please ask reviewers to return letters by **July 30, 2021**; all letters must be on letterhead and signed. Remember that a CV or biographical sketch is required for each reviewer.(See: <http://faculty.uic.edu/promotionandtenure/>) |
| **July 9** | Names of faculty to be recommended for promotion in 2021-22 cycle due to the COD Office of Faculty Affairs. |
| August 2-27 | Department Committee Reviews & formatting check |
| **September 3** | **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 3, 2021. *(The department should keep the original Word file during this time as corrections may be needed.)* |
| September 6-17 | Formatting review by COD OFA; dossiers will be returned to departments for necessary revisions. |
| Sept 27 – Oct 15 | College committees will meet and review dossiers. Corrections may be suggested to the preparer. |
| **October 29** | **FINAL corrected packages due to COD OFA.**An original paper copy of the completed **signed and paginated** dossier (including *all* original documents & letters and the signed Preparer’s Checklist), a final Word file, and PDFs of all external letters and signature pages should be submitted to the Office of Faculty Affairs by Friday, October 29th, 2021. |
| November | Dean reviews and endorses dossiers |
| December 10 | Dossiers uploaded to campus Blackboard site |
| **December 17** | **Dossiers due at University Office of Faculty Affairs** |
|  | **2022** |
| February TBA | Campus P& T Committee Meets |
| March TBA | Deans/UEOs are notified of campus committee decisions. Campus committee decisions are forwarded to Provost/Chancellor for final review. |
| May TBA | 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, forms and instructions can be downloaded from that site: <https://faculty.uic.edu/hr/promotionandtenure/guidelines/>
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. Note there are separate guidelines for each set of forms.

***Questions/Contact****:*

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