

**College of Dentistry P&T Timetable  
2023-24**

<b>2023</b>	
April - May	DH reviews faculty and identifies those who will be recommended for promotion or promotion with tenure.
June - July	Requests for external evaluations 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 campus Guidelines (Part III, Section 8). Please ask reviewers to return letters by <b>July 28, 2023. All letters must be on letterhead, signed, AND state there is no COI with the candidate. Letters included in the dossier that don't address COI, will be returned to the preparer.</b> Remember that a CV or biographical sketch is required for each reviewer. (See: <a href="http://faculty.uic.edu/promotionandtenure/">http://faculty.uic.edu/promotionandtenure/</a> )
<b>July 7</b>	Names of faculty to be recommended for promotion in 2023-24 cycle due to the COD Office of Faculty Affairs.
July 31 – August 25	Department Committee Reviews conducted and Department checks dossier for accuracy and formatting
<b>September 1</b>	<b>Completed packages due to COD OFA for College Review.</b> An electronic PDF copy of the complete packet is due to the COD OFA by 5:00 PM on Friday, September 1, 2023. <i>(The department should keep the original Word file during this time as corrections may be needed.)</i>
September 5-15	Formatting review by COD OFA; dossiers will be returned to departments for necessary revisions.
Sept 25 – Oct 20	College committees will meet and review dossiers. Corrections may be suggested to the preparer.
<b>October 27</b>	<b>FINAL corrected dossiers due to COD OFA</b> Final packages include: 1) the signed Preparer's Checklist, 2) a final Word file, 3) a final PDF file of the complete dossier, and 4) PDFs of all external letters and signature pages.
November	Dean reviews and endorses dossiers
December 8	Dossiers uploaded to campus Box Folder.
<b>December 15</b>	<b>Dossiers due at University Office of Faculty Affairs</b>
<b>2024</b>	
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:

- 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/>
- 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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