

**UNIVERSITY PROMOTION AND TENURE 2020-2021**  
**Promotion to Associate Professor and/or Tenure**  
**ACTION ITEMS & DUE DATES**

Below is a checklist of action items that must be followed in order to insure compliance of all steps of the P&T process. Please take care to complete each item, and to have each initialed by the appropriate responsible party upon completion. **This completed form must be returned with complete dossier package.**

*Note: All Promotion & Tenure materials must be submitted **electronically** to [kenrick@njit.edu](mailto:kenrick@njit.edu).  
 A shared Google Drive is preferred.*

|                          | <b>ACTION ITEM</b>  | <b>RESPONSIBLE PARTY (RP)</b>     | <b>INITIALS of RP</b> | <b>DUE DATE</b>                             |
|--------------------------|---|-----------------------------------|-----------------------|---|
| <input type="checkbox"/> | CVs of candidates being considered for promotion submitted to Department P&T Committee together with a list of potential external reviewers | candidate                         |                       | 5/1/20                                      |
| <input type="checkbox"/> | Lists from both the candidate and the Dept. P&T Committee to be submitted for Dean's review   | Chair of the Dept. P&T            |                       | 6/1/2020                                    |
| <input type="checkbox"/> | Requests sent out for peer review and additional reference letters indicating a requested receipt date of no later than 11/1/20             | Chair of the Dept. P&T            |                       | no later than 9/11/20                       |
| <input type="checkbox"/> | Names and accompanying CVs ( <b>Microsoft Word format</b> ) of candidates for promotion/tenure submitted to Office of the Provost           | Chair of the Dept. P&T            |                       | 10/30/20                                    |
| <input type="checkbox"/> | Complete dossier due to Department P&T Committee  | candidate                         |                       | 10/30/20                                    |
| <input type="checkbox"/> | Department P&T Committee to meet to review candidates   | Dept. P&T committee               |                       | no later than 11/13/20                      |
| <input type="checkbox"/> | Final/Confirmed (updated, if necessary, from 10/30/20 submission) list of candidates submitted to Office of the Provost                     | Chair of the Dept. P&T            |                       | No later than 11/20/20                      |
| <input type="checkbox"/> | Written notification of recommendation or otherwise to candidate  | Chair of the Dept. P&T            |                       | within (3) days of Dept. P&T review meeting |
|                          | <b><i>Below rows contained in red box apply ONLY to candidates appealing a negative recommendation by Dept. P&amp;T Committee</i></b>       |                                   |                       |   |
| <input type="checkbox"/> | Meeting with Dept. P&T committee  | Candidate and Dept. P&T committee |                       | No later than 12/2/20                       |

|                          |   |                  |  |  |
|--------------------------|---|------------------|--|--|
|                          | <b>[See 4.5.2.3.5 Reconsideration of a Negative Recommendation]</b>   |                  |  |  |
| <input type="checkbox"/> | Written notification of Dept. P&T Committee decision after additional deliberation given to candidate                             | Chair, Dept. P&T |  | Within one week of candidate meeting with Dept. P&T Committee  |
| <input type="checkbox"/> | Written appeal sent to dean if Dept. P&T Committee decision is upheld [See <b>4.5.2.3.6 Appealing a Negative Recommendation</b> ] | candidate        |  | No sooner than one week and no later than eight weeks after the candidate meeting with the Dept. P&T Comm. |
| <input type="checkbox"/> | All recommendations sent to Dean with complete dossiers of candidates   | Chair, Dept. P&T |  | no later than 12/15/20   |
| <input type="checkbox"/> | Complete dossiers submitted to Office of the Provost  | Dean's Office    |  | 1/22/21 (first Friday in spring semester)  |

**NOTE:** Deadline for submission to University P&T Committee of additional information for dossier (limited to grant/contract awards and paper acceptances) is **2/19/21**.

**\*\*An information session hosted by the University P&T Committee will be held in both the spring and fall semesters for any faculty member interested. \*\***