

# UNIVERSITY PROMOTION AND TENURE 2021-2022

## Promotion to **Distinguished Professor**

### 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.*

	ACTION ITEM	RESPONSIBLE PARTY (RP)	INITIALS of RP	DUE DATE
<b>For nominations coming from the academic unit P&amp;T Committee</b>				
<input type="checkbox"/>	CV and required materials to be submitted to academic unit P&T Committee	Candidate		10/1/2021
<input type="checkbox"/>	Academic unit P&T to meet to review candidate packages	academic unit P&T Committee		no later than 10/15/21
<input type="checkbox"/>	Complete nomination package/dossier submitted to the Dean (including academic unit's list of reviewers) for those candidates who received 2/3 approval	academic unit P&T Comm.		No later than 10/20/21
<input type="checkbox"/>	Complete nomination package/dossier submitted to the Provost's Office	Dean's office		10/29/21
<b>For self nominations</b>				
<input type="checkbox"/>	Complete nomination package/dossier submitted to the Provost's Office	Candidate		10/29/21

**NOTE:** Deadline for submission to Distinguished Professors Review Subcommittee of additional information for dossier (limited to grant/contract awards and paper acceptances) is **12/3/2021**.