

UNIVERSITY PROMOTION AND TENURE 2020-2021 CALENDAR OF DUE DATES

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

CONSIDERATION

DUE DATE

(by close of business on date noted)

Promotion to Distinguished Professor

Complete dossiers submitted to Office of the Provost 11/1/20

Promotion to Professor

Initial list of names & accompanying CVs (**Microsoft Word format**) of candidates submitted to Office of the Provost 5/1/20

FINAL list of names & accompanying CVs (**Microsoft Word format**) of candidates submitted to Office of the Provost 10/7/20

Complete dossiers submitted to Office of the Provost 10/30/20

Deadline for submission to University P&T Committee of additional information for dossier (limited to trade reference letters, grant approvals or paper acceptances) 11/30/20

Promotion to Associate Professor and/or Tenure or Tenure Consideration Only

Initial list of names & accompanying CVs (**Microsoft Word format**) of candidates submitted to Office of the Provost 10/30/20

FINAL list of names & accompanying CVs (**Microsoft Word format**) of candidates submitted to Office of the Provost 11/20/20

Complete dossiers submitted to Office of the Provost 1/22/21

Deadline for submission to University P&T Committee of additional information for dossier (limited to trade reference letters, grant approvals or paper acceptances) 2/19/21

DOCUMENTATION REQUIRED FOR A COMPLETE DOSSIER:

For detailed information refer to <http://www.njit.edu/provost/faculty-resources/promotion-tenure.php>

1. Completed checklist of action items
2. Department Promotion and Tenure Vote Form
3. Dean's form
4. (1) copy of Curriculum vitae in required format
5. Dossier material and documentation
6. Faculty Annual Reports for the last five years

All submissions must include the necessary required documentation materials and should clearly delineate accomplishments since hiring for tenure decisions, and the last promotion and/or tenure for tenured faculty. Complete dossiers should be submitted by the Office of the Dean (*except for self-nominations for consideration for promotion to Distinguished Professor*).

CONSIDERATION

DUE DATE

Third-year Review

Due to Department P&T Committee	1/29/21
Due to Dean	3/1/21
Due to Provost	4/2/21

Additional information can be found at:

<http://www.njit.edu/provost/faculty-resources/promotion-tenure.php>