

**Charles E. Schmidt College of Science**  
**Promotion and Tenure Timeline**  
**2023-2024**

*Please circulate the timeline with those faculty who will go up for 3rd Year Review, P&T/NTE in your Department.*

Note: *Should anything change at the Provost's level, these dates are subject to change.\**

**Promotion & Tenure ePortfolios – Fall Semester 2023**

- The complete ePortfolio, with external letters of recommendation is to be submitted and routed to the Dept Chair by **Tuesday, September 5, 2023.**
- The Department's review and recommendation letter will be completed and shared with faculty by **Friday, September 22, 2023.**
- Faculty member can review and respond to the Department's recommendation until **Friday, September 29, 2023.**
- The Chair's review and recommendation letter will be completed and shared with **faculty by Friday, October 6, 2023.**
- Faculty member can review and respond to the Chair's recommendation until **Friday, October 13, 2023.**
- The College P&T Committee's review and recommendation letter will be completed and shared with faculty member by **Friday, November 3, 2023.**
- Faculty member can review and respond to the College P&T Committee's recommendation until **Friday, November 10, 2023.**
- Dean's letter is completed and shared with faculty by **Monday, November 20, 2023.**
- Faculty member can review and respond to the Dean's recommendation until **Wednesday, November 29, 2023.**
- **Completed ePortfolios are due to the Provost no later than Friday, December 1, 2022** for review by the University P&T Committee.

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**\*UNIVERSITY P&T ADMINISTRATION Timeline**

- **December 1, 2023** ePortfolios sent forward for review by the University Promotion and Tenure Committee
- **March 2024** University P&T Committee makes recommendations to the Provost
- **April 2024** Provost makes recommendations to the President  
  
President certifies to FAU BOT that all procedures in University Regulation 5.006 (Tenure Procedures) have been followed.
- **May 2024** Letters will be sent to candidates notifying them of the final decision.

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**Non-Tenure Earning (NTE) ePortfolios - Fall Semester 2023**

- NTE faculty going up for promotion will follow NTE guidelines.
- The submission of ePortfolios will follow the same timeline as P&T, however, the NTE ePortfolios are due to Provost by **Monday, January 8, 2024.**

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**3rd Year Review e-Portfolios – Fall Semester 2023**

- The complete ePortfolio, is to be submitted and routed to the Dept Chair by **Tuesday, September 5, 2023.**
- The Department’s review and recommendation letter will be completed and shared with faculty by **Friday, September 22, 2023.**
- Faculty member can review and respond to the Department’s recommendation until **Friday, September 29, 2023.**
- The Chair’s review and recommendation letter will be completed and shared with **faculty by Friday, October 13, 2023.**
- Faculty member can review and respond to the Chair’s recommendation until **Friday, October 20, 2023.**
- The College P&T Committee’s review and recommendation letter will be completed and shared with faculty member by **Friday, November 10, 2023.**
- Faculty member can review and respond to the College P&T Committee’s recommendation until **Friday, November 17, 2023.**
- Dean's letter is completed and shared with faculty by **Friday, January 12, 2024.**
- If necessary, a meeting is scheduled with Dean, Chair, and faculty member to discuss 3rd year review.

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