Deadlines:

<table>
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<th>Role</th>
<th>Department</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>P&amp;T</td>
<td>SOE</td>
<td>Tuesday January 16, 2024</td>
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<td></td>
<td>Provost</td>
<td>Friday, March 1, 2024</td>
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<tr>
<td>Mid</td>
<td>SOE</td>
<td>Monday February 5, 2024</td>
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<td>Provost</td>
<td>Friday, March 15, 2024</td>
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<td>Lecturers</td>
<td>SOE</td>
<td>Monday March 18, 2024</td>
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<td>Provost</td>
<td>Friday, April 5, 2024</td>
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**Promotion and Promotion and Tenure Reviews**

- **January-16**: Dossiers due from Departments to April in Dean's office (1 hard copy in notebook or folder with tabs and submission in rpt system)
- **January-16**: All Dossiers available to SOE P&T Committee
- **Week of January 29**: Department Chairs present cases to the SOE P&T Committee
- **February-5 to February-16**: Committee Deliberation & letter writing
- **February-19 to February-23**: SOE P&T Committee Chair meets with Dean to deliver committee letters and recommendations
- **February-26 to March-1**: Dean writes her recommendation letters for dossiers
- **March-1**: April gets signed letters and votes uploaded to system and submits to Provost level committee

**Mid-Probationary Reviews**

- **February-5**: Dossiers due from Departments to April in Dean's office (1 hard copy in notebook or folder with tabs and submission in rpt system)
- **February-5**: All Dossiers available to SOE P&T Committee
- **Week of February-12**: Department Chairs present to the SOE P&T Committee
- **Feb-19 to Feb-23**: Committee Deliberation & letter writing
- **Feb-26 to Mar 1**: SOE P&T Committee Chair meets with Dean to deliver committee letters and recommendations
- **Week of March 11th (10th-17th)**: Spring Break
- **March-4 to March-15**: Dean writes her recommendation letters for dossiers
- **March-15**: April gets signed letters and votes uploaded to system and submits to Provost level committee

**Lecturer Reviews**

- **March 18**: Dossiers due from Departments to April in Dean's office (1 hard copy in notebook or folder with tabs and submission in rpt system)
- **March 18 to April 4**: Dean writes her recommendation letters for dossiers
- **Apr 5**: April gets signed letters and votes uploaded to system and submits to Provost level committee