

2023-2024 Promotion and Tenure Deadlines*

RPT training materials and videos can be found [here](#).

Proposed	Responsible Party	Task
April 3	Provost	<ul style="list-style-type: none"> Announce P/T deadlines. Notify departments to conduct election of campus/college committee P/T representatives due April 24th. Send lists of candidates for mandatory P/T to departments for verification.
April 17	Dept. Chair	Confirmation of P/T candidates due to. Add names of voluntary promotion candidates.
April 24	Candidate	CV, representative publications, and other information for external review due to department chair in pdf format, along with suggested potential external reviewer names per instructions noted in RPT and departmental policies.
April 24	Provost	Letters to chairs requesting solicitation of external reference letters.
April 24	Provost	Complete election of campus committee representatives and alternates.
April 24	Dept. Chair	Send list of Dept. T&P committee members and the committee Chair to facultyaffairs@mst.edu
Aug 7	Candidate	The candidate submits their dossier materials. Dept. Chair is granted access to the case in RPT.
<p>The candidate must be allowed 14 calendar days at each level of review to ask for reconsideration for a negative recommendation or to provide clarifications for either a positive or negative recommendation. The dossier/case is still due to the College Committee by October 25th.</p>		
Aug 29	Provost Office	Meeting with the campus committee representatives and alternates to review procedures and initiate college and full committee chair elections.
Sept 4	Dept. P&T Committee	Department Committee completes deliberations, committee chair uploads the letter and sends email within RPT to candidate. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.
Sept 11	College Committee	Complete elections of chairpersons. Schedule college committee deliberations meetings to occur before November 8 .
Sept 18	Candidate	Optional candidate response due.
Sept 22	Dept. P&T Committee	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Dept. Chair. All remaining cases will need to be sent forward to the Dept. Chair at this time.
Oct 6	Dept. Chair	Dept. Chair completes deliberations, uploads the letter, and sends email within RPT to candidate.
Oct 20	Candidate	Optional candidate response due.
Oct 25	Dept. Chair	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the College Committee. All remaining cases will need to be sent forward to the College Committee at this time.
Nov 8	College Comm.	College Committee completes deliberations, committee chair uploads the letter and sends email within RPT to candidate. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.

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Nov 22	Candidate	Optional candidate response due.
Nov 29	College Comm.	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Dean. All remaining cases will need to be sent forward to the Dean at this time.

2024		
Proposed	Responsible Party	Task
Jan 5	VP&D	VP&D completes review of the case, uploads letter in RPT and emails the letter in RPT. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.
Jan 19	Candidate	Optional candidate response due.
Jan 24	VP&D	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Campus Committee. All remaining cases will need to be sent forward to the Campus Committee at this time.
Feb 13	Campus Comm	In person meeting of full campus P/T committee for completion of deliberations. Inclement weather will be Zoom.
February 27	Campus Comm.	Campus committee (CC) narratives due to the candidates noting recommendation, vote, and rationale for each case. CC chair will load the letter in RPT and send the candidate the letter using the RPT portal. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.
March 13	Candidate	Optional candidate response due.
March 20	Campus Comm.	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT. Campus Committee Chair forwards the case to the Provost. All remaining cases will need to be sent forward to the Provost at this time.
April 24	Provost	Provost completes review of the case, prepares recommendations, uploads the letter and sends email within RPT to candidate. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.
May 8	Candidate	Optional candidate response due.
May 15	Provost	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Chancellor. All remaining cases will need to be sent forward to the Chancellor at this time.
June 12	Chancellor	Chancellor's decisions announced to candidates.

* All posted dates assume the addition of no "major new information,". Deadlines for dossiers/cases returned to the department are determined on a case-by-case basis.