

**Deadlines for Procedures of the Rank and Tenure Committee**  
**AY23-24**  
**Consideration for Promotion to Professor**

For Promotion to Professor	Item	Rule
October 11, 2023	Committee sends notice of December 1 deadline for nominations for promotion to professor to all deans and department chairs.	2 <sup>nd</sup> Wednesday of October
November 1 (Wednesday)	Committee sends notice of December 1 deadline for nominations for promotion to professor to all faculty.	1 <sup>st</sup> business day of November
December 1 (Friday)	Deadline for nominations for promotion to professor.	1 <sup>st</sup> business day of December
December 8 (Friday)	Committee meets with candidates and with their chairs/deans to clarify procedures.	3 <sup>rd</sup> or 5 <sup>th</sup> business day of December or R&T schedule
December 11 (Monday)	All PLU faculty are sent the list of candidates for promotion to professor	2 following business days
December 11 (Monday)	Committee receives names of referees from candidates.	2 <sup>nd</sup> or 3 <sup>rd</sup> Monday of December
December 13 (Wednesday)	Committee sends requests recommendations to on-campus referees and to all faculty in the candidate's department/school.	2 or 3 following business days
December 18	Committee sends requests for recommendations to all off-campus referees.	Monday before Christmas
February 9, 2024	Deadline for promotion file to be complete. Committee checks for completeness and informs candidates of missing documents they should submit.	First Friday of Spring
February 9	Deadline for receipt of promotion recommendations.	First Friday of Spring
March 29	Committee completes deliberations and confers with provost.	Last Friday of March
April 12	Committee reports its recommendations to the president, candidates, and their chairs and deans.	2 <sup>nd</sup> Friday of April
April 22 (Monday)	Committee deliberates requests for consideration, if any	10 days following
April 30	Committee meets with president to discuss its final recommendations.	Before the President makes the final recommendation to the Board of Regents