

Deadlines for Procedures of the Rank and Tenure Committee
AY16-17
Consideration for Promotion to Professor

For Promotion to Professor	Item	Rule
October 12, 2016 (Wednesday)	Committee sends notice of December 1 deadline for nominations for promotion to professor to all deans and department chairs.	2 nd Wednesday of October
November 1 (Tuesday)	Committee sends notice of December 1 deadline for nominations for promotion to professor to all faculty.	1 st business day of November
December 1 (Thursday)	Deadline for nominations for promotion to professor.	1 st business day of December
December 7 (Wednesday)	Committee meets with candidate (and separately with their chairs/deans) to clarify procedures.	5 th business day of December
December 12 (Monday)	Committee receives names of referees from candidates.	2 nd or 3 rd Monday of December
December 14 (Wednesday)	All PLU faculty are sent the list of candidates for promotion to professor	2 following business days
December 15 (Thursday)	Committee sends requests recommendations to on-campus referees and to all faculty in the candidate's department/school.	3 following business days
December 19 (Monday)	Committee sends requests for recommendations to all off-campus referees.	Monday before Christmas
February 3, 2017 (Friday)	Deadline for promotion file to be complete. Committee checks for completeness and informs candidates of missing documents they should submit.	First Friday of February
February 3 (Friday)	Deadline for receipt of promotion recommendations. Committee begins deliberations on each case.	First Friday of February
March 31 (Friday)	Committee completes deliberations and confers with provost.	Last Friday of March (Note: Spring Break 3/27 – 3/31)
April 13 (Thursday)	Committee reports its recommendations to the president, candidates, and their chairs and deans.	2 nd Friday of April (4/14 Good Friday—PLU close)
April 24 (Monday)	Committee deliberates requests for consideration, if any	10 days following
April 28	Committee meets with president to discuss its final recommendations.	Before the President makes the final recommendation to the Board of Regents