Tenure Track Promotion & Tenure Timeline
2023-2024

DEPARTMENT DEADLINE: Submit names of candidates seeking promotion, ranks sought, & OSU IDs to the Associate Dean of Academic and Student Affairs and the COS P&T Coordinator	March 31, 2023
Suggested: Candidate submits names of students to serve as letter writers to the Department Head	March 31, 2023
Suggested: Candidate submits the names of 5-8 evaluators for external reviews to the Department Head	March 31, 2023
Dean's Office: Send out COS P&T Committee election survey	April 2023
Suggested: Department invites student letter writers and creates student letter committee	May 15, 2023
Suggested: Candidate submits dossier materials to Department Head	July 15, 2023
Department Head: Submit list of external reviewers to the COS P&T Coordinator	August 1, 2023
Department Head: Invite external reviewers to write letters	August 15, 2023
Suggested: Department target dossier complete date	November 1, 2023
Department Head: Distribute letters from the department P&T committee and Department Head to candidates	December 1, 2023
DEPARTMENT DEADLINE: Complete dossiers due to COS – including Dept. Head and dept. P&T committee letters	December 1, 2023
DEPARTMENT DEADLINE: Submit high resolution photograph and short bio of candidates to P&T Coordinator	December 1, 2023
Dean's Office: Review at College for completeness	December 4, 2023
Dean's Office: Review begins by COS P&T Committee	December 5, 2023
CANDIDATE DEADLINE: Candidate email indicating no rebuttal or a rebuttal letter in response to dept. P&T committee letter and/or Dept. Head letter to the COS P&T Coordinator	December 8, 2023*
DEPARTMENT HEAD DEADLINE: For candidates who will go up for tenure, the Department Head notifies the candidate in the fall preceding the academic year in which formal evaluation will occur at the latest	By end of fall term
COS P&T COMMITTEE DEADLINE: Letters due to Dean for review	February 2, 2024
Dean's Office: Dean's letters and COS P&T Committee letters distributed to candidates	February 9, 2024
COLLEGE DEADLINE: Dossiers due to the Provost's Office	February 10, 2024
CANDIDATE DEADLINE: Final candidate rebuttal letters due to Academic Affairs in response to Dean's letters and/or COS P&T committee letter	February 16, 2024*
Dean's Office: Provost letters distributed to Dept. Heads, who will distribute to candidates	By end of May

*Candidates have 7 days after receiving administrative letters (i.e., department P&T committee letter, Department Head letter, COS P&T committee letter, and Dean letter) to write a letter in response, should they choose. The dates have an asterisk because if candidates receive letters on a different date, the date the rebuttal letters are due must be adjusted.

COS P&T Coordinator: Gabs James (gabs.james@oregonstate.edu)

Instructor, Faculty Research Assistant, and Research Associate
Promotion & Tenure Timeline - 2023-2024

DEPARTMENT DEADLINE: Submit names of candidates seeking promotion, ranks sought, & OSU IDs to the Associate Dean of Academic and Student Affairs and the COS P&T Coordinator	March 31, 2023
Suggested: Candidate submits names of students to serve as letter writers to the Department Head	March 31, 2023
Suggested: Candidate submits the names of 4 evaluators for external reviews to the Department Head	March 31, 2023
Dean's Office: Send out COS P&T Committee election survey	April 2023
Department Head: Invite student letter writers and create student letter committee	May 15, 2023
Suggested: Candidate submits dossier materials to Department Head	July 15, 2023
Department Head: Submit list of external reviewers to the COS P&T Coordinator	August 1, 2023
Department Head: Invite external reviewers to write letters	August 15, 2023
Suggested: Department target dossier complete date	November 1, 2023
Department Head: Distribute letters from the department P&T committee and Department Head to candidates	February 2, 2024
DEPARTMENT DEADLINE: Complete dossiers due to COS – including Dept. Head and dept. P&T committee letters	February 2, 2024
DEPARTMENT DEADLINE: Submit high resolution photograph and short bio of candidates to P&T Coordinator	February 2, 2024
Dean's Office: Review at College for completeness	February 5, 2024
Dean's Office: Review begins by COS P&T Committee	February 6, 2024
CANDIDATE DEADLINE: Candidate email indicating no rebuttal or a rebuttal letter in response to dept. P&T committee letter and/or Dept. Head letter to the COS P&T Coordinator	February 9, 2024*
COS P&T COMMITTEE DEADLINE: Letters due to Dean for review	March 18, 2024
Dean's Office: Dean's letters and COS P&T Committee letters distributed to candidates	April 8, 2024
COLLEGE DEADLINE: Dossiers due to the Provost's Office	April 15, 2024
Dean's Office: Provost letters distributed to Dept. Heads, who will distribute to candidates	By end of May

*Candidates have 7 days after receiving administrative letters (i.e., department P&T committee letter, Department Head letter, COS P&T committee letter, and Dean letter) to write a letter in response, should they choose. The dates have an asterisk because if candidates receive letters on a different date, the date the rebuttal letters are due must be adjusted.

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Department Head deadline for next year's cycle
Department/Department Head deadline
Department/Department Head suggested/target dates
Candidate deadline
Candidate suggested/target dates
Dean's Office/COS P&T Committee deadline
Dean's Office/COS P&T Committee suggested/target dates