

## Tenure Track Promotion & Tenure Timeline

**2022-2023**

Dean's Office: Send out COS P&T Committee Election Survey	April 2022
Department: Submit names of candidates seeking promotion to the Dean's Office	May 31, 2022
Department: Submit names of candidates, ranks sought, & OSU IDs, and access needed to COS P&T Coordinator	July 1, 2022
<b>DEPARTMENT DEADLINE:</b> Submit faculty annual/mid-term (3 <sup>rd</sup> year) reviews to Dean	<b>July 1, 2022</b>
Suggested: Candidate submits dossier materials to Department Head	August 1, 2022
Department Head submit list of external reviewers to COS P&T Coordinator	August 1, 2022
Suggested: Department target Dossier Complete date	November 1, 2022
Dept. Head: Distribute letters from the Dept. P&T Committee and Dept. Head to Candidates	December 2, 2022
<b>DEPARTMENT DEADLINE:</b> Complete dossiers due to COS – including Dept. Head and Dept. P&T Committee letters	<b>December 2, 2022</b>
<b>DEPARTMENT DEADLINE:</b> Submit high resolution photograph and short bio of candidates to P&T Coordinator	<b>December 2, 2022</b>
Dean's Office: Review at College for completeness	December 7, 2022
Dean's Office: Review begins by COS P&T Committee	December 7, 2022
CANDIDATE DEADLINE: Candidate rebuttal letter due in response to Dept. P&T Committee letter and/or Dept. Head letter (or an email indicating no rebuttal)	December 9, 2022*
<b>COS P&amp;T COMMITTEE DEADLINE:</b> Letters due to Dean for review	<b>February 3, 2023</b>
Dean's Office: Dean's letters and COS P&T Committee letters distributed to candidates	February 10, 2023
<b>COLLEGE DEADLINE:</b> Dossiers due to the Provost's Office	<b>February 10, 2023</b>
CANDIDATE DEADLINE: Final candidate rebuttal letters due to Academic Affairs in response to Dean's letters	February 17, 2023*
Dean's Office: Provost letters distributed to Dept. Heads, who will distribute to candidates	Mid May

\*Please note, candidates have seven 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 Promotion & Tenure Coordinator: Gabs James ([gabs.james@oregonstate.edu](mailto:gabs.james@oregonstate.edu))

## Instructor, Faculty Research Associate, and Senior Research Associate

### Promotion Timeline 2022-2023

Dean's Office: Send out COS P&T Committee Election Survey	April 2022
Department: Submit names of candidates seeking promotion to the Dean's Office	May 31, 2022
Department: Submit names of candidates, ranks sought, & OSU IDs, and access needed to P&T Coordinator	July 1, 2022
Suggested: Candidate submits dossier materials to Department Head	August 1, 2022
Suggested: Candidate submits list of external reviewers to Dept. P&T Coordinator	August 1, 2022
Suggested: Target dossier complete date	November 1, 2022
Dept. Head: Distribute letters from the Dept. P&T Committee and Dept. Head to the Candidates	January 6, 2023
<b>DEPARTMENT DEADLINE:</b> Complete dossiers due to COS – including Dept. Head and Dept. P&T Committee letters (note: seven days to submit candidate rebuttal letter)	<b>February 3, 2023</b>
<b>DEPARTMENT DEADLINE:</b> Submit high resolution photograph and short bio of candidates to P&T Coordinator	<b>February 3, 2023</b>
CANDIDATE DEADLINE: Candidate rebuttal letter due in response to Department P&T Committee letter or Dept. Head letter (or an email indicating no rebuttal)	<b>*February 10, 2023</b>
<b>CoS P&amp;T COMMITTEE DEADLINE:</b> Letters due to Dean for review	<b>March 19, 2023</b>
Dean's Office: Dean's letters and COS P&T Committee letters distributed to candidates	Early April
<b>COLLEGE DEADLINE:</b> Dossiers due to the Provost's Office (note: seven days to submit candidate rebuttal letter)	<b>April 21, 2023</b>
CANDIDATE DEADLINE: Candidate rebuttal letter due to Academic Affairs in response to Dean's letter	April 28, 2023*
Dean's Office: Provost letters distributed to Dept. Heads, who will distribute to candidates	Mid-Late May

\*Please note, candidates have seven 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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