

Proposed P&T Dates 2024

Applicants for Promotion and/or Tenure or Promotion in Rank Informational Sessions, Dates, and Deadlines for 2024-25

Spring 2024 Informational Sessions		
Wednesday, April 10, 2024	3:00 PM - 4:00 PM	UNION SANDSTONE 1
Thursday, April 11, 2024	12:00 PM - 1:00 PM	UNION SANDSTONE 1
Friday, April 12, 2024	12:00 PM - 1:00 PM	Virtual – Zoom Meeting
Join Zoom Meeting: https://bw-edu.zoom.us/j/97916502326?pwd=K3ZnU3IzUUhuZGNtRU1sd0UwNlplZz09		
Meeting ID: 979 1650 2326 Passcode: 564468		

Letter of Intent and Portfolio Due Dates	
Sunday, April 28 th	Letter of Intent to provost@bw.edu
Friday, September 6 th	Portfolios Finished & Uploaded to OneNote
Letters of Intent should be a brief statement with an indication of what you are planning to apply for: Promotion, Promotion and Tenure, Tenure, or Promotion in Rank. Letters of Intent should be sent to your department or IRC chair, your dean, and to the provost at provost@bw.edu	

Department Chairs and Deans - Dates and Deadlines for 2024-25 Promotion and/or Tenure and Promotion in Rank

Friday, September 20 th	Department/IRC Chair Letters – Commence to Committee*
Friday, October 4 th	Dean Letters Commence to Committee*
* After all letters of intent have been received, the appropriate committee chair will create a matrix to determine due dates for chair and dean letters. Chair Letters will commence on Friday, September 20 th with a single letter and will continue on a rolling basis until all letters in your departments are finished. The same process will apply to Dean Letters but will commence on October 4 th . These schedules should be distributed to the deans and chairs by Friday June 14 th . This process is necessary to ensure a reasonable workload for the committees, chairs, and deans. The goal is to avoid the necessity for anyone in the process to write more than one letter of recommendation in any two-week span.	

P&T & PIR Committees - Dates and Deadlines for 2024-25

Friday June 14 th	Department Chairs and Deans Letter Deadlines Distributed*
Friday November 22 nd	Promotion/Tenure/PIR Recommendations to Provost
* After all letters of intent have been received, committee chairs will create a matrix to determine due dates for chair and dean letters. Chair Letters will commence on Friday, September 20 th with a single letter and will continue on a rolling basis until all letters in their departments are finished. The same process will apply to Dean Letters but will commence on October 4 th . These schedules should be distributed to the deans and chairs by Friday June 14 th . This process is necessary to ensure a reasonable workload for the committees, chairs, and deans. The goal is to avoid the necessity for anyone in the process to write more than one letter of recommendation in any two-week span.	