

II. School of Allied Health Appointment, Promotion, and Tenure Annual Calendar*

July 1	New members take office.
July 15	Officers Elected / First Meeting
August 1	By this date: <ul style="list-style-type: none"> • Faculty Affairs office will inform APT Committee Chair regarding (a) mandatory tenure reviews and (b) third year review for tenure-track faculty. • APT Chair sends notice to all faculty, requesting that they submit the <i>APT Notice of Intent</i> document to the APT Committee Chair by September 1st if they intend to apply for tenure and/or promotion that year.
September 1	<ul style="list-style-type: none"> • <i>APT Notice of Intent</i> document due to APT Committee Chair.
September 5	<ul style="list-style-type: none"> • Names of external reviewers due from candidates for promotion to Professor (submitted via SharePoint site)
September 15	<ul style="list-style-type: none"> • Ad Hoc Committee Members and External Reviewers Selected by APT Committee and Contacted. • Goals, Program of Work, Resource Needs Identified / Conveyed to Dean.
Fall Faculty Meeting	Report Regarding Program of Work.
October 1	Suggested deadline for submission of materials to Program Director / Department Chair and / or Departmental APT Committee for department reviews
October 15	Suggested deadline for <ul style="list-style-type: none"> • Completion of Department APT reviews. • Notification of candidate regarding recommendations from the Department.
November 1	Deadline (5 pm) for submitting materials to APT Committee SharePoint site.
November 15	Deadline for Letters from External Reviewers for APT Committee Review
December 15	Final recommendations related to tenured or tenure-track faculty due to Dean's Office.
January 21	APT Policies & Procedures Reviews / Revisions Begin.
March 1	Final Recommendations related to faculty with modified titles due to Dean's Office.
March 15	Chair requests that relevant departments name the next year's representative to the APT Committee
Spring Faculty Meeting	Report Regarding Program of Work Progress.
June 1	Completion of APT Committee Charges.

*If any date falls on a holiday or weekend, then the deadline will fall on the first work day after the holiday or weekend.