

**FAU College of Nursing  
Promotion & Tenure Calendar**

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Spring	<p><b>April 1<sup>st</sup></b> – Dean and P&amp;T Committee Chair jointly consult with candidates who are up for P&amp;T in the Fall of the next academic year.</p>
Summer	<p><b>May 15<sup>th</sup></b> – P&amp;T candidates inform the Dean’s Executive Secretary of their intentions so that the Executive Secretary can open a case in Interfolio. Candidates develop a list of five suggested external reviewers in consultation with the Dean. The Dean sends a letter of invitation to each of the external reviewers with a due date. If a potential reviewer is unable to review, the candidate &amp; Dean select another and a letter of invitation is sent.</p> <p><b>June-October</b> – The Executive Secretary records received External Evaluations and adds them to the candidate’s Interfolio case.</p>
Fall	<p><b>September 1<sup>st</sup></b> – Executive Secretary and P&amp;T Chair review uploaded portfolios for completeness. The Executive Secretary follows up with External Evaluators who have not sent their review and advises them of the deadline to be received.</p> <p><b>September 15<sup>th</sup></b> (mid-month) – Deadline for P&amp;T candidates to complete their Interfolio cases.</p> <p><b>September 16<sup>th</sup></b> (following business day) – The Portfolios are locked in Interfolio by the Dean’s Executive Secretary and the cases are then sent via Interfolio to P&amp;T Committee members for viewing.</p> <p><b>October 15<sup>th</sup></b> – P&amp;T Committee meets to review each of the candidates’ portfolios and then votes.</p> <p><b>Mid-Late October</b> – P&amp;T Committee Chair meets with each of the candidates to inform them of the P&amp;T Committee’s recommendations.</p>

**November 1<sup>st</sup>** – P&T Committee Letters of Recommendations are due to the Dean.

**Early December** – E-Portfolios are due to the Office of Provost.

**FAU College of Nursing**  
**Sustained Performance Evaluation (SPE) Calendar**

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Fall Semester Meeting

P&T Committee appoints a three-member SPE subcommittee.

Faculty who are scheduled for SPE in the Spring Semester are identified and notified of the deadline to complete uploading SPE required documents via Interfolio.

Spring Semester

**February 1<sup>st</sup>** – Deadline for designated faculty to complete uploading SPE required documents via Interfolio.

During the month of February, the SPE Peer Evaluation Committee meets to review each SPE Interfolio case and evaluate each candidates' performance level: Exceeds Expectations, Meets Expectations or Fails to Meet Expectations.

**March 1<sup>st</sup>** – SPE subcommittee reports their decision to the full Promotion & Tenure Committee. If the subcommittee cannot come to an agreement on the candidate's performance evaluation or if the candidate receives a "Fails to Meet Expectation", then the full committee will be engaged to discuss the evaluation. The full P&T Committee decision will then be made and a substantive report produced that includes supporting evidence for the decision.

**April 1<sup>st</sup>** – The P&T Chair forwards the evaluation decisions to the Dean. The Dean will arrange to meet with each reviewed faculty member to discuss the final outcome.

**FAU College of Nursing  
3<sup>rd</sup> Year Review Calendar**

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Fall                                    **October 15<sup>th</sup>**– Notify 3<sup>rd</sup> year Faculty of their March 15<sup>th</sup> Deadline to submit their Portfolio via Interfolio.

Spring                                    **March 15<sup>th</sup>** – Deadline for Faculty to submit their portfolio via Interfolio for 3<sup>rd</sup> Year Review.

**April 1<sup>st</sup>** – The Promotion and Tenure Committee will meet to review the candidates and discuss their progress towards tenure. The discussion shall use the relevant criteria for tenure to review each candidate's record in: 1) teaching effectiveness 2) scholarship, research, and other creative activities, 3) service and other assigned university duties and responsibilities.

**April 15<sup>th</sup>** (mid-month) – P&T Committee Chair will write a summative narrative account of the discussion that is acceptable to all Committee members. The letter should include the various points of view expressed during the review meeting, describe the noted strengths and weaknesses, and recommend areas for improvement to prepare for tenure. A summary statement that reflects the committee's evaluation will be provided in a summative narrative letter. There is no voting required. The goal of this process is to provide useful information to the candidate about his or her progress toward tenure. Once the letters are completed, they are forwarded to the Dean.

**Date at the discretion of the Dean** – A copy of the narrative account with summary statement will be given to the faculty member by the Dean. The Dean and faculty member will sign the narrative account indicating that they have both received and read it. Then the Dean will write a letter reviewing the candidate's progress towards tenure, considering the candidate's record, P&T Committee evaluation, and the relevant criteria. The Dean will meet with the faculty member to discuss the committee's findings and the Dean's letter and to advise the faculty member on a course of action. The faculty member will be given a copy of the Dean's letter. The E-Portfolio materials will be returned to the faculty member and a copy of the letter will be retained by the College.