

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

Spring	<p>April 1st – Dean and P&T Committee Chair jointly consult with candidates who are up for P&T in the Fall of the next academic year.</p>
Summer	<p>May 15th – P&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 & Dean select another and a letter of invitation is sent.</p> <p>June-October – The Executive Secretary records received External Evaluations and adds them to the candidate’s Interfolio case.</p>
Fall	<p>September 1st – Executive Secretary and P&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>September 15th (mid-month) – Deadline for P&T candidates to complete their Interfolio cases.</p> <p>September 16th (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&T Committee members for viewing.</p> <p>October 15th – P&T Committee meets to review each of the candidates’ portfolios and then votes.</p> <p>Mid-Late October – P&T Committee Chair meets with each of the candidates to inform them of the P&T Committee’s recommendations.</p>

November 1st – 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

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 1st – 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 1st – 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 1st – 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.

