

FAU College of Nursing  
Promotion & Tenure Calendar

---

Spring

April 1<sup>st</sup> † Dean and P&T Committee Chair jointly consult with candidates who are up for P&T in the Fall of the next academic year.

Summer

May 15<sup>th</sup> † Wednesday † 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.

June-October † The Executive Secretary records received External Evaluations and adds them to the candidate's Interfolio case.

Fall

September 1<sup>st</sup> † 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.

September 15<sup>th</sup> (mid-month) † Deadline for P&T candidates to complete their Interfolio cases.

September 16<sup>th</sup> (following business day) † The Portfolios are then sent via Interfolio to P&T Committee members for viewing.

October 15<sup>th</sup> † P&T Committee meets to review each of the portfolios and then votes.

Mid-Late October † P&T Committee Chair meets with each of the candidates to discuss their recommendations.

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

Early December

FAU College of Nursing  
Sustained Performance Evaluation (SPE) Calendar

Fall Semester Meeting

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

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

Fall

October 15<sup>th</sup>