

**Deadlines and Required Materials
for Promotion to Full Professor and Sabbatical, 2019-20**

Promotion to Full Deadlines	Promotion to Full	Sabbatical Deadlines	Sabbatical
April	Letter from Dean's office sent to faculty eligible for promotion and to chairs.	April	-Letter from Dean's office sent to faculty eligible for sabbatical and to chairs. -Moodle Groups Site created for faculty use by June 1 .
October 1 (APM VI, p. 17)	Names of six (6) external reviewers submitted to the Dean's office. Names of three (3) internal colleagues submitted to the Dean's office.	November 1 (APM, VI, p. 20)	-Application materials including sabbatical project proposal and CV due on Moodle Groups site. -Departmental letter of evaluation due to the Dean's office. -Access removed from candidate, given to FS&P.
October	Dean solicits letters of evaluation from four (4) of the six external reviewers submitted, as well as the three (3) internal colleagues.		
October 15	Moodle Groups sites created for faculty who have submitted names and are applying for promotion to full professor		
January 21, 2020 (Third Tuesday of January)	Moodle Groups site complete for chairs and all tenured members of the department and Internal Reviewers. <i>*For External Reviewers:</i> January 6, 2020		
February 4, 2020 (First Tuesday of February)	Department letter due. Internal & External reviewers letters due. Access removed from candidate/dept and given to FS&P.		