

2022-2023 Timeline for Promotion and/or Continuing Appointment College of Arts & Sciences, University at Albany

Fall 2022 Cases with Decision by Aug. 31, 2023	Spring 2023 Cases with Decision by Jan. 31, 2024	ACTION
March 1, 2022	September 1, 2022	Date by which candidate must notify Department Chair, with a copy to Dean and Provost, of a request for consideration for promotion and/or tenure (<i>required for early and promotion only cases; not required for mandatory cases</i>).
April 15, 2022	September 15, 2022	Latest date for candidates and departments to <i>begin</i> preparing file for promotion and/or continuing appointment (i.e., finalize candidate statements and CV, identify and invite external reviewers, etc.).
September 21, 2022	February 24, 2023	Mandatory cases for promotion and/or continuing appointment due from departments to College Office.
October 28, 2022	March 3, 2023	Non-mandatory cases (early and promotion only) due from departments to College Office.
December 31, 2022	May 1, 2023	<i>Mandatory cases</i> completed by College Promotion and Tenure Committee and forwarded to Dean.
January 15, 2023	August 1, 2023	<i>Mandatory cases</i> completed by Dean and forwarded to Provost's Office.
January 6, 2023	May 10, 2023	<i>Non-mandatory cases</i> completed by College Promotion and Tenure Committee and forwarded to Dean.
January 15, 2023	August 1, 2023	<i>Non-mandatory cases</i> completed by Dean and forwarded to Provost's Office.
May 2023	December 2023	Council on Promotions and Continuing Appointments (CPCA) completes review of <i>all cases</i> and forwards recommendations to the Provost.
Summer 2023	December 2023	Provost completes review and forwards recommendations to the President.
By August 31, 2023	By January 31, 2024	Decision by President and notification to candidates.
Upon President's Approval	Upon President's Approval	Cases involving continuing appointment forwarded to Chancellor, for confirmation of President's decision.

NOTES:

* When date falls on a weekend, information is due the next following business day.

* Dates may be slightly adjusted due to number of cases each semester -- especially the fall semester.

* Provost and President recommendation/decision dates apply to mandatory cases. Non-mandatory case decisions may be delayed