

Cycle for Annual and Third Year Reviews with 0 Years Credit

		Fall Quarter: Sept 16 – Dec 15	Winter Quarter: Dec 16 – Mar 15	Spring Quarter Mar 16 – June 15
PSU Appoint. 9/16/2023	Tenure Clock			<i>"Faculty on annual review tenure must be reviewed after the completion of the first year of their appointment and each subsequent year (1996 University P&T Guidelines)"</i>
1st year 2023-24	1st year			April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year
2nd year 2024-25	2nd year	Sept: Review packet due Oct/Nov: Committee review conducted Dec: Committee shares review with Department Chair/Designee	Jan/Feb: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member	April: Department Chair/Designee notifies faculty member of upcoming 3 rd year review to be completed Spring of next year
3rd year 2025-26	3rd year		Feb: 3 rd year review packet due to Department Chair/Designee March: Committee 3 rd Year review conducted; Committee shares review with Department Chair/Designee	March/April: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member April: Department Chair/Designee shares Committee and Chair review with Dean May: Dean review conducted, shares with faculty member and Department Chair/Designee April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year
4th year 2026-27	4th year	Sept: Review packet due Oct/Nov: Committee review conducted Dec: Committee shares review with Department Chair/Designee	Jan/Feb: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member	April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year
5th Year 2027-28	5th year	Sept: Review packet due Oct/Nov: Committee review conducted Dec: Committee shares review with Department Chair/Designee	Jan/Feb: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member	April: Department Chair/Designee notifies faculty member of upcoming Promotion and Tenure Review to take place the following year May/June: Submit report on external reviewers to Committee Chair
6th year 2028-29	6th year	Sept: Review packet due to Department Chair/Designee Oct: Committee review conducted; committee shares review with Department Chair/Designee Dec: Department Chair/Designee conducts review, shares Committee and Chair review with faculty member	Dec: Department Chair/Designee shares Committee and Chair recommendations with Dean Jan: Dean review conducted, shares recommendation with faculty member, Department Chair/Designee, and chair of Committee Feb: Dean's recommendation to Provost	Mar/April: Provost's recommendation shared with faculty member, Department Chair/Designee, and Dean April/May: Provost's recommendations shared with President June: President's final decision shared with faculty member, Provost, Dean, and Department Chair/Designee

Off-Cycle for Annual and Third Year Reviews with 0 Years Credit

[Use Off-Cycle Template if start date is after December 15]

		Fall Quarter: Sept 16 – Dec 15	Winter Quarter: Dec 16 – Mar 15	Spring Quarter Mar 16 – June 15
PSU Appoint.	Tenure Clock		Appointed: []	
1st year 2023-24	OFF-Cycle Year			<i>"Faculty on annual review tenure must be reviewed after the completion of the first year of their appointment and each subsequent year (1996 University P&T Guidelines)"</i>
2nd year 2024-25	1st year			April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year
3rd year 2025-26	2nd year	Sept: Review packet due Oct/Nov: Committee review conducted Dec: Committee shares review with Department Chair/Designee	Jan/Feb: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member	April: Department Chair/Designee notifies faculty member of upcoming 3 rd year review to take place Spring of next year
4th year 2026-27	3rd year		Feb: 3 rd year review packet due to Department Chair/Designee March: Committee 3 rd Year review conducted; Committee shares review with Department Chair/Designee	March/April: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member April: Department Chair/Designee shares Committee and Chair review with Dean May: Dean review conducted, shares with faculty member and Department Chair/Designee April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year
5th Year 2027-28	4th year	Sept: Review packet due Oct/Nov: Committee review conducted Dec: Committee shares review with Department Chair/Designee	Jan/Feb: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member	April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year
6th year 2028-29	5th Year	Sept: Review packet due Oct/Nov: Committee review conducted Dec: Committee shares review with Department Chair/Designee	Jan/Feb: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member	April: Department Chair/Designee notifies faculty member of upcoming Promotion and Tenure Review to take place the following year May/June: Submit report on external reviewers to Committee Chair
7th year 2029-30	6th year	Sept: Review packet due to Department Chair/Designee Oct: Committee review conducted; Committee shares review with Department Chair/Designee Dec: Department Chair/Designee conducts review, shares Committee and Chair review with faculty member	Dec: Department Chair/Designee shares Committee and Chair recommendations with Dean Jan: Dean review conducted, shares recommendation with faculty member, Department Chair/Designee, and chair of Committee Feb: Dean's recommendation to Provost	Mar/April: Provost's recommendation shared with faculty member, Department Chair/Designee, and Dean April/May: Provost's recommendations shared with President June: President's final decision shared with faculty member, Provost, Dean, and Department Chair/Designee

TEMPLATE: Cycle for Annual and Third Year Reviews with 1 Year Credit

		Fall Quarter: Sept 16 – Dec 15	Winter Quarter: Dec 16 – Mar 15	Spring Quarter Mar 16 – June 15
PSU Appoint.	Tenure Clock			
	1st year	<i>Credit awarded for prior service = equivalent to annual review</i>		
1st year 2023-24	2nd year			<p><i>"Faculty on annual review tenure must be reviewed after the completion of the first year of their appointment and each subsequent year (1996 University P&T Guidelines)</i></p> <p>April: Department Chair/Designee notifies faculty member of upcoming 3rd year review to be completed Spring of next year</p>
2nd year 2024-25	3rd year		<p>Feb: 3rd year review packet due to Department Chair/Designee March: Committee 3rd Year review conducted; committee shares review with Department Chair/Designee</p>	<p>March/April: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member April: Department Chair/Designee shares Committee and Chair review with Dean May: Dean review conducted, shares with faculty member and Department Chair/Designee</p> <p>April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year</p>
3rd year 2025-26	4th year	<p>Sept: Review packet due Oct/Nov: Committee review conducted Dec: Committee shares review with Department Chair/Designee</p>	<p>Jan/Feb: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member</p>	<p>April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year</p>
4th year 2026-27	5th year	<p>Sept: Review packet due Oct/Nov: Committee review conducted Dec: Committee shares review with Department Chair/Designee</p>	<p>Jan/Feb: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member</p>	<p>April: Department Chair/Designee notifies faculty member of upcoming Promotion and Tenure Review to take place the following year May/June: Submit report on external reviewers to Committee Chair</p>
5th Year 2027-28	6th year	<p>Sept: Review packet due to Department Chair/Designee Oct: Committee review conducted; Committee shares review with Department Chair/Designee Dec: Department Chair/Designee conducts review, shares Committee and Chair review with faculty member</p>	<p>Dec: Department Chair/Designee shares Committee and Chair recommendations with Dean Jan: Dean review conducted, shares recommendation with faculty member, Department Chair/Designee, and chair of Committee Feb: Dean's recommendation to Provost</p>	<p>Mar/April: Provost's recommendation shared with faculty member, Department Chair/Designee, and Dean April/May: Provost's recommendations shared with President June: President's final decision shared with faculty member, Provost, Dean, and Department Chair/Designee</p>

1 year on the tenure clock; because no review can take place in the first year, the first review will be equivalent to a 3rd year review completed in the Spring of the 2nd year with PSU.

TEMPLATE: Cycle for Annual and Third Year Reviews with 2 Years Credit

		Fall Quarter: Sept 16 – Dec 15	Winter Quarter: Dec 16 – Mar 15	Spring Quarter Mar 16 – June 15
PSU Appoint.	Tenure Clock			
	1st year	<i>Credit awarded for prior service = equivalent to annual review</i>		
	2nd year	<i>Credit awarded for prior service = equivalent to annual review</i>		
1st year 2023-24	3rd year			<p><i>"Faculty on annual review tenure must be reviewed after the completion of the first year of their appointment and each subsequent year (1996 University P&T Guidelines)</i></p> <p>April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year. Due to prior service credit, this first review is the equivalent of a 3rd year review</p>
2nd year 2024-25	4th year	<p>Sept: 3rd year equivalent review packet due to Department Chair/Designee</p> <p>Oct/Nov: Committee 3rd year equivalent review conducted</p> <p>Dec: Committee shares review with Department Chair/Designee</p>	<p>Dec: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member</p> <p>Jan/Feb: Department Chair/Designee shares Committee and Chair review with Dean</p> <p>March: Dean review conducted, shares with faculty member and Department Chair/Designee</p>	<p>April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year</p>
3rd year 2025-26	5th year	<p>Sept: Review packet due</p> <p>Oct/Nov: Committee review conducted</p> <p>Dec: Committee shares review with Department Chair/Designee</p>	<p>Jan/Feb: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member</p>	<p>April: Department Chair/Designee notifies faculty member of upcoming Promotion and Tenure Review to take place the following year</p> <p>May/June: Submit report on external reviewers to Committee Chair</p>
4th year 2026-27	6th year	<p>Sept: Review packet due to Department Chair/Designee</p> <p>Oct: Committee review conducted; committee shares review with Department Chair/Designee</p> <p>Dec: Department Chair/Designee conducts review, shares Committee and Chair review with faculty member</p>	<p>Dec: Department Chair/Designee shares Committee and Chair recommendations with Dean</p> <p>Jan: Dean review conducted, shares recommendation with faculty member, Department Chair/Designee, and chair of Committee</p> <p>Feb: Dean's recommendation to Provost</p>	<p>Mar/April: Provost's recommendation shared with faculty member, Department Chair/Designee, and Dean</p> <p>April/May: Provost's recommendations shared with President</p> <p>June: President's final decision shared with faculty member, Provost, Dean, and Department Chair/Designee</p>

2 years on the tenure clock; because no review can take place in the first year, the first review will be an annual review, equivalent to the criteria of a 3rd year review conducted in the Fall of the 2nd year with PSU.

Cycle for Annual and Third Year Reviews with 3 Years Credit

		Fall Quarter: Sept 16 – Dec 15	Winter Quarter: Dec 16 – Mar 15	Spring Quarter Mar 16 – June 15
PSU Appoint.	Tenure Clock			
	1st year	<i>Credit awarded for prior service = equivalent to annual review</i>		
	2nd year	<i>Credit awarded for prior service = equivalent to annual review</i>		
	3rd year	<i>Credit awarded for prior service = equivalent to annual review</i>		
1st year 2023-24	4th year			<p><i>"Faculty on annual review tenure must be reviewed after the completion of the first year of their appointment and each subsequent year (1996 University P&T Guidelines)</i></p> <p>April: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year. Due to prior service credit, this first review is the equivalent of a 3rd year review</p>
2nd year 2024-25	5th year	<p>Sept: 3rd year equivalent review packet due to Department Chair/Designee</p> <p>Oct/Nov: Committee 3rd year equivalent review conducted</p> <p>Dec: Committee shares review with Department Chair/Designee</p>	<p>Dec: Department Chair/Designee review conducted, shares Committee and Chair review with faculty member</p> <p>Jan/Feb: Department Chair/Designee shares Committee and Chair review with Dean</p> <p>March: Dean review conducted, shares with faculty member and Department Chair/Designee</p>	<p>April: Department Chair/Designee notifies faculty member of upcoming Promotion and Tenure Review to take place the following year</p> <p>May/June: Submit report on external reviewers to Committee Chair</p>
3rd year 2025-26	6th year	<p>Sept: Review packet due to Department Chair/Designee</p> <p>Oct: Committee review conducted; committee shares review with Department Chair/Designee</p> <p>Dec: Department Chair/Designee conducts review, shares Committee and Chair review with faculty member</p>	<p>Dec: Department Chair/Designee shares Committee and Chair recommendations with Dean</p> <p>Jan: Dean review conducted, shares recommendation with faculty member, Department Chair/Designee, and chair of Committee</p> <p>Feb: Dean's recommendation to Provost</p>	<p>Mar/April: Provost's recommendation shared with faculty member, Department Chair/Designee, and Dean</p> <p>April/May: Provost's recommendations shared with President</p> <p>June: President's final decision shared with faculty member, Provost, Dean, and Department Chair/Designee</p>

3 years on the tenure clock; because no review can take place in the first year, the first review will be an annual review equivalent to the criteria of a 3rd year review conducted in the Fall of the 2nd year with PSU.