



MEMORANDUM

DATE: May 8, 2023

TO: Deans and Department Chairs

FROM: Charles Taylor, PharmD
Provost and Executive Vice President of Academic Affairs

DocuSigned by:
Charles Taylor, PharmD
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RE: Annual Promotion and Tenure Applications

This is a formal call for applications for promotion and/or tenure for academic year 2023-2024. Please submit all candidate names from your respective school/college to Faculty Affairs, no later than Monday, August 14, 2023.

Attached is the Promotion and Tenure Process Timeline and Packet Checklist, which is the recommended format for organizing the candidate's packet. Faculty members should submit their promotion and/or tenure packet to their Department Chair via Interfolio which will provide the workflow and store documents systematically. Training sessions will be provided on how to navigate and utilize Interfolio.

Information and [Policy 6.107](#) / [Procedure 6.003](#) can also be viewed or downloaded from the Faculty Affairs website.

Please remind faculty to begin their discussions with their chairs starting now in order to be prepared to submit their name by August 14, 2023.

Thank you for your cooperation.

Cc: John Licciardone, DO, MS, MBA, Chair TCOM P&T Committee
Michael Smith, PhD, Chair SBS P&T Committee
Scott Walters, PhD, Chair SPH P&T Committee
Myla Quiben, DPT, PhD, Chair SHP P&T Committee
Jerry Simecka, PhD, Chair SCP P&T Committee

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