



College of Arts and Sciences

Office of the Dean
Enrico Pontelli, Ph.D.
MSC 3335
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-3500
epontell@nmsu.edu

DATE: February 23, 2023
TO: Arts & Sciences Department Heads
FROM: Enrico Pontelli, Dean, College of Arts & Sciences
RE: P&T 2023-2024 Deadlines

Promotion & Tenure Deadlines 2023-2024

- April 3, 2023 – Written notification from Faculty to Department Head of the following:
 - Request for Early Tenure Review
 - Intent to Apply for Tenure and/or Promotion – **ALL candidates MUST provide their intent in writing to the department head, even when going up for tenure.**
Note: Per section 9.5.2. of the Arts & Sciences “Promotion and Tenure Policies and Procedures,” the Department Head has “the responsibility of informing the candidate when the tenure clock is about to expire, thus prompting the candidate to initiate the request for review.”
- April 21, 2023
 - Progress towards tenure documents from P&T committee must be uploaded to Dropbox
 - Materials concerning early tenure review requests (college form, review from P&T committee, review from Department Head) submitted to the Dean
- May 10, 2023 – P&T Committees must be confirmed with committee chair in place.
 - Please go to [Fall 2023 P&T Committees and Tenure/Promotion Applications](#).
The committees must be FINAL (i.e., no changes in P&T committees after such date). Please only list faculty members who are confirmed to be applying for tenure and/or promotion.