

## PROMOTION AND TENURE 2024-2025

### Promotion to Associate Professor and/or Tenure - Action Items and Due Dates

Below is a list describing the promotion and tenure process and action items. Each step should be initiated by the responsible party upon completion. **This completed form must be included as part of the Dossier.**

ACTION ITEM	RESPONSIBLE PARTY (RP)	INITIALS of RP	DUE DATE
Eligible faculty members who wish to be considered for promotion and/or tenure should submit their CVs to the Department P&T Committee together with a list of potential external reviewers	Candidate		5/15/2024
Names and CVs of the candidate(s) and the Department P&T Committee membership should be shared with the Office of the Provost to prepare a Google Drive folder for the candidate	Chair, Department P&T		5/17/2024
Shared Google Drive created and shared with the candidate	Office of the Provost		5/20/2024
CVs shared with Office of Research, Library, Office of Institutional Effectiveness and Office of Graduate Studies to produce reports	Office of the Provost		5/24/2024
Lists from both the candidate and the Department P&T Committee to be submitted for Dean's review	Chair, Department P&T		6/5/2024
Requests sent out for peer review and additional reference letters indicating a requested receipt date of no later than 11/1/24	Chair, Department P&T		No later than 9/11/24
Reports from Office of Research, Library, Office of Institutional Effectiveness and Office of Graduate Studies due to candidate for review	Respective Office		10/4/2024

Candidate must confirm data on each report	Candidate		10/11/2024
Any required updates to supplemental reports due and final reports shared with candidate for inclusion in the complete Dossier	Respective Office		10/18/2024
Complete Dossier due to Department P&T Committee	Candidate		10/30/24
Department P&T Committee to meet to review candidates	Department P&T Committee		No later than 11/13/24
Written notification of recommendation to candidate	Chair, Department P&T		Within one week of Department P&T review meeting
<b><i>Rows contained in red box apply ONLY to candidates appealing a negative recommendation by Department P&amp;T Committee</i></b>			
Meeting with Department P&T committee <b>[See 4.5.2.3.5 Reconsideration of a Negative Recommendation]</b>	Candidate and Department P&T Committee		No later than 12/4/24
Written notification of Department P&T Committee decision after additional deliberation given to candidate	Chair, Department P&T		Within one week of candidate meeting with Department P&T Committee
Written appeal sent to dean if Department P&T Committee decision is upheld <b>[See 4.5.2.3.6 Appealing a Negative Recommendation]</b>	Candidate		No sooner than 1 week and no later than 8 weeks after the candidate meeting with the Department P&T Committee
All recommendations and complete dossiers shared with Dean via the Google Drive	Chair, Department P&T		No later than 12/13/24
Complete dossiers submitted to Office of the Provost via the Google Drive	Dean's Office		1/21/25 (first Friday in spring semester)

Complete dossiers submitted to the University P&T Committee via the Google Drive	Office of the Provost		1/22/2025
Deadline for candidate to submit additional information to University P&T Committee for dossier (limited to grant/contract awards and paper acceptances)	Candidate		1/22/2025
Recommendations of the University P&T Committee submitted to the Provost	University P&T Committee		No later than 5/1/2025
Provost's recommendations submitted to the President	Provost		No later than three weeks prior to the May/June Board of Trustees Meeting*
Final recommendations submitted to the Board of Trustees for approval	President/Provost		Distributed to Board of Trustees 10 days prior to meeting
Approved promotions and/or Tenure goes into effect			AY2025-2026

*\*This date subject to change based on changes to the Board of Trustees meeting schedule.*