

PROMOTION AND TENURE 2025-2026

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. Upon completion, each step should be **initialed and dated** by the responsible party. **This completed form must be included as part of the Dossier.**

All materials should be submitted in PDF format, except the list of external reviewers and the list of P&T Committee members.

Sarah Pisano (sarah.pisano@njit.edu), Administrative Specialist for the Office of the Provost, will be the liaison for the Associate Professor and/or Tenure promotion and review process.

ACTION ITEM	RESPONSIBLE PARTY (RP)	DUE DATE	INITIALS of RP	DATE COMPLETED BY RP
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 to use the first tab of this template)	Candidate	No later than 6/9/2025		
Names and CVs of the candidate(s) should be shared with the Office of the Provost to prepare a Google Shared Drive folder for the candidate	Chair, Department P&T	6/11/2025		
Google Shared Drive created and shared with the candidate	Office of the Provost	6/11/2025		
CVs shared with Office of Research to produce report	Office of the Provost	6/12/2025		
CVs shared with Library to produce report	Office of the Provost	6/12/2025		
CVs shared with Office of Institutional Effectiveness to produce report	Office of the Provost	6/12/2025		
CVs shared with Office of Graduate Studies to produce report	Office of the Provost	6/12/2025		
Department P&T Committee external reviewer list to be submitted for Dean's review (Department to use the second tab of the external reviewer template)	Chair, Department P&T	6/26/2025		

populated by the candidate in step 1)				
Requests sent out for peer review and additional reference letters indicating a requested receipt date of no later than 11/3/25	Chair, Department P&T	No later than 9/11/2025		
Report from the Office of Research due to the candidate for review	Office of Research	10/3/2025		
Report from the Library due to the candidate for review	Library	10/3/2025		
Report from the Office of Institutional Effectiveness due to the candidate for review	Office of Institutional Effectiveness	10/3/2025		
Report from the Office of Graduate Studies due to the candidate for review	Office of Graduate Studies	10/3/2025		
Candidate must confirm data on the Office of Research report	Candidate	10/10/2025		
Candidate must confirm the data on the Library report	Candidate	10/10/2025		
Candidate must confirm data on the Office of Institutional Effectiveness report	Candidate	10/10/2025		
Candidate must confirm data on the Office of Graduate Studies Report	Candidate	10/10/2025		
Any required updates to supplemental reports due and final reports shared with the candidate for inclusion in the complete Dossier	Office of Research	10/17/2025		
Any required updates to the supplemental report due and final report shared with the candidate for inclusion in the Dossier	Library	10/17/2025		
Any required updates to supplemental reports due and final report shared with the candidate for inclusion in the Dossier	Office of Institutional Effectiveness	10/17/2025		
Any required updates to supplemental reports due and final report shared with the candidate for inclusion in the Dossier	Office of Graduate Studies	10/17/2025		
Final reports from the Office of Research, Library, Office of Institutional Effectiveness, and	Office of the Provost	10/20/2025		

Office of Graduate Studies added to the Dossier				
Department sends names of Department P&T Committee members to the Office of the Provost (please use the first tab of this template)	Department Chair	No Later than 10/21/2025		
Complete Dossier to be finalized in Google Shared Drive	Candidate	10/29/2025		
Office of the Provost shares a complete Dossier with the Department P&T Committee. Candidate's access removed.	Office of the Provost	10/30/2025		
Department P&T Committee to meet to review candidates	Department P&T Committee	No later than 11/14/2025		
Written notification of recommendation to the candidate	Chair, Department P&T	Within one week of Department P&T review meeting		

Rows contained in red box apply ONLY to candidates appealing a negative recommendation by Department P&T Committee

Meeting with the Department P&T committee [See Faculty Handbook 4.5.2.3.5 Reconsideration of a Negative Recommendation]	Candidate and Department P&T Committee	No later than 12/5/2025		
Written notification of the Department P&T Committee decision after additional deliberation given to the candidate	Chair, Department P&T	Within one week of the candidate meeting with the Department P&T Committee		
Written appeal sent to Dean if the Department P&T Committee decision is upheld [See Faculty Handbook 4.5.2.3.6 Appealing a Negative Recommendation]	Candidate	No sooner than 1 week and no later than 8 weeks after the candidate meeting with the Department		

		P&T Committee		
Department uploads all supporting and required documentation to the dossier in Google Shared Drive	Chair, Department P&T	No later than 11/26/2025		
Complete Dossier shared with Dean via Google Shared Drive. Department P&T Committee's access is removed	Office of the Provost	12/02/2025		
Dean uploads all supporting and required documentation to the dossier in Google Shared Drive	Dean's Office	1/23/2026		
Deadline for the candidate to submit additional information to the University P&T Committee for the dossier (limited to grant/contract awards and paper acceptances)	Candidate	1/23/2026		
Complete dossiers submitted to the University P&T Committee via the Google Shared Drive. Dean's access is removed.	Office of the Provost	1/27/2026		
Recommendations of the University P&T Committee submitted to the Provost	University P&T Committee	No later than 5/1/2026		

Rows contained in the red box apply ONLY to departments appealing a recommendation by University Committee on Promotion & Tenure

Department P&T Committee, may, submit additional materials and written arguments to the dean [See Faculty Handbook 4.5.3.3.4.1 Appealing a Recommendation]	Department/Academic Unit P&T Committee	No later than one week after notification of UCPT's recommendation		
Dean reviews the appeal materials and submits them to the UCPT with an evaluation of their merit.	Dean	No later than one week after receipt of materials from the Department/Academic Unit P&T Committee		
UCPT reviews materials. If they vote to sustain their original decision, the Department P&T Committee's recommendation, the	University P&T Committee	No later than one week after receipt of		

Dean's evaluation, and the UCPT decision will be sent to the Provost. If the UCPT votes to reverse its decision, a positive recommendation will at this point be sent to the Provost		materials from the Dean		
<i>Appeals by the candidate to the University Committee on Promotion and Tenure see the appeal process on page 3 of this document. [See 4.5.3.3.4.2 in the Faculty Handbook]</i>				
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 and Provost	Distributed to the Board of Trustees 10 days prior to the meeting		
Approved promotions and/or tenure go into effect		AY2026-2027		

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