

## PROMOTION AND TENURE 2024-2025

### Promotion to Distinguished Professor - Action Items and Due Dates

Below is a list describing the promotion 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
<i>For nominations coming from the Department P&amp;T Committee</i>			
CV and required materials to be submitted to Department P&T Committee	Candidate		10/2/2024
Department P&T Committee to meet to review candidate packages	Department P&T Committee		No later than 10/16/24
Names and CVs of the candidate(s) who received 2/3 approval should be shared with the Office of the Provost to prepare a Google Drive folder for the candidate	Department P&T Committee		10/17/24
Shared Google Drive created and shared with the candidate	Office of the Provost		10/18/24
Complete nomination package shared with Dean via the Google Drive (including Department P&T Committee's list of reviewers) for those candidates who received 2/3 approval	Department P&T Committee		No later than 10/23/24
Complete nomination package submitted to the Office of the Provost via the Google Drive	Dean's Office		11/12/24
<i>For self-nominations</i>			
Faculty member shares submits their name and CV to the Office of the Provost to prepare a Google Drive folder for the candidate	Candidate		10/17/24
Shared Google Drive created and shared with the candidate	Office of the Provost		10/18/24
Complete nomination package submitted to the Office of the Provost via the Google Drive	Candidate		11/12/24

*For all nominations*

CVs shared with Office of Research, Library, Office of Institutional Effectiveness and Office of Graduate Studies to produce reports	Office of the Provost		11/13/2024
Reports from Office of Research, Library, Office of Institutional Effectiveness and Office of Graduate Studies due to candidate for review	Respective Office		12/12/2024
Candidate must confirm data on each report	Candidate		12/17/2024
Any required updates to supplemental reports due and final reports shared with the Office of the Provost for inclusion in the Dossier	Respective Office		12/20/2024
Complete Dossiers shared with the Distinguished Professors Subcommittee	Office of the Provost		12/23/2024
Deadline for candidate submission of additional information to the Distinguished Professors Review Subcommittee (limited to grant/contract awards and paper acceptances)	Candidate		12/23/2024
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 go into effect			AY2025-2026

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