

PROMOTION AND TENURE 2024-2025

Promotion to Full Professor - Action Items and Due Dates

Below is a list describing the promotion process and action items. Each step should be initialed 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 should submit their CVs to the Department P&T Committee	Candidate		No later than 5/1/24
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		5/3/2024
Shared Google Drive created and shared with the candidate	Office of the Provost		5/6/2024
CVs shared with Office of Research, Library, Office of Institutional Effectiveness and Office of Graduate Studies to produce reports	Office of the Provost		5/8/2024
Candidate supplies Department P&T Committee with list of 4-8 names for letters of reference	Candidate		No later than 5/8/24
Lists from both the candidate and the Department P&T Committee to be submitted for Dean's review	Chair, Department P&T		5/15/24
Requests sent out for peer review and additional reference letters, indicating a requested receipt date of no later than 9/12/24	Chair, Department P&T		No later than 5/31/24
Reports from Office of Research, Library, Office of Institutional Effectiveness and Office of Graduate Studies due to candidate for review	Respective Office		8/14/2024

Candidate must confirm data on each report	Candidate		8/21/2024
Any required updates to supplemental reports due and final reports shared with candidate for inclusion in the complete Dossier	Respective Office		8/28/2024
Complete Dossier due to Department P&T Committee	Candidate		9/11/24
Department P&T Committee meets to review candidates	Department P&T Committee		No later than 9/29/24
Written notification of recommendation given to candidate	Chair, Department P&T		Within one week of Department P&T review meeting
<i>Rows contained in red box apply ONLY to candidates appealing a negative recommendation by Department P&T Committee</i>			
Meeting with Department P&T committee [See 4.5.2.3.5 Reconsideration of a Negative Recommendation]	Candidate and Department P&T Committee		No later than 11/22/24
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*	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 10/23/24
Complete dossiers submitted to Office of the Provost via the Google Drive	Dean's Office		11/1/24

Complete dossiers submitted to the University P&T Committee	Office of the Provost		11/2/24
Deadline for candidate to submit additional information to University P&T Committee for dossier (limited to grant/contract awards and paper acceptances)	Candidate		11/2/24
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.*