

PROMOTION AND TENURE PROCESS TIMELINE

(This timeline should be used as a guide in preparing department/college timelines. The only mandatory deadline is the date the dossier must be completed by the college and Faculty Affairs is notified.

**That date is bolded below.)

Task	Timeline
Annual Performance Review	Years 1 and 2
Mandatory Pre-Tenure Review (3 rd year review)	Year 3
Annual Performance Review	Years 4 and 5
Chair engages candidate in discussion of preparation for P&T review	Early Fall Semester of Year 5 prior to the mandatory P&T review year
Candidate begins to prepare dossier for external review and internal review	Early Spring Semester prior to the mandatory P&T review year
University P&T Guidelines are distributed to deans and department chairs	May 1 st
Dean provides university, college and department guidelines along with college and department timelines to Faculty who will undergo mandatory reviews; P&T College representative submits electronic face sheets for mandatory promotion and tenure candidates	Mid-May
According to the procedures outlined in the university guidelines for identifying external reviewers, Chair identifies external reviewers and secures their agreement to participate in the external review	Late May/Early June
Candidate submits CV and representative works, and those are sent to external reviewers	May-June
Candidate completes and submits electronic dossier for on-campus reviews	Mid-August
External reviewers return their reviews	August
Department P&T Committee and Chair complete independent reviews; candidate has opportunity to respond at each step (e.g., reconsideration must occur before end of September)	End of September
College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October-early November)	Late October—Early November
Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before the end of November)	November
Dean completes candidate dossier and informs Faculty Affairs	** December 2, 2024
University P&T Committee organizational meeting	After last class day of Fall Semester
University P&T Committee forwards recommendation to the Provost; candidate has opportunity to respond (e.g., reconsideration must occur before the end of February)	End of February
Provost makes recommendation to the Chancellor/President; candidate has opportunity to respond (e.g., reconsideration must occur before mid-April)	Mid-April
Candidate notified of P&T decision by Chancellor/President	End of May
Promotion and Tenure decision becomes effective	September 1st