

## Annual Promotion and Tenure Review Process for Faculty

### *Deadlines*

<u>Action</u>	<u>Due Date</u>
Faculty member submits letter to the college dean in the year prior to the academic year the he/she desires consideration for promotion and/or tenure	June 1
Dean certifies that the length of service requirement has been met and notifies the faculty member of eligibility and the date of the evaluation process commencement.	June 10
If required, submit names for the solicitation of external review letters*	August 15
Submission of portfolio to the college dean	September 1
Solicit external review letters (if required)*	September 7
External review letters due (if required)	October 15
Constitute department and/or college committees if not already formed	October 20
Department & Chair recommendations*	November 1
College P&T Committee recommendations*	November 15
Dean's submission of materials with a formal letter of recommendation to the Office of the Provost	November 30
Dean informs candidate of his/her recommendation to the Provost for promotion and/or tenure	November 30
Faculty member appeal process begins if promotion and/or tenure is not recommended by the dean or college committee	Upon receipt of the dean's decision
Office of the Provost forwards application materials to the University P&T Committee	December 1
University P&T Committee recommendation to the Office of the Provost	January 10
Provost's recommendation to the President	January 15
President's list of approved candidates to System Academic Affairs (ensure date is before BOR Agenda Item Deadlines)	January 29
Board of Regents action on recommendation for promotion and tenure	March meeting
Written notification to candidate of decision to award promotion and/or tenure	May 30
Promotion and tenure decisions become effective	September 1

\* Colleges and departments may set their own deadlines in advance of the dates listed in this document.