



PROMOTION AND TENURE TIMELINE 2023-2024

<b><i>No later than</i></b>	<b><i>Action to be taken</i></b>
March-April	The P&T cycle begins when the Vice President for Faculty Affairs releases the guidelines and requests the proceedings begin. Multiple workshops are held in these months for leadership and for faculty preparing for review to orient to the process.
March 31	Colleges/schools and departments establish and release their due dates for materials.
March 31	Colleges/schools and departments establish the chair and committee for P&T for the upcoming cycle.
March 31	Candidates must notify their department head if they wish to be considered for promotion in this cycle. Some units might request this information earlier than in March start in order to coordinate external reviews.
April 14	Candidate creates a list of potential external reviewers. The department/unit creates a list of potential external reviewers.
April 14	The department selects at least 7 external reviewers that meet the criteria for Initial Invitations and sends preliminary "save the date" email.
April 21	Candidates submit their materials to the department head or delegate for preliminary review and feedback.
May 1	Candidates upload their materials to Interfolio. The department head or delegate does a final review of the materials.
May 1	Department sends external reviewer requests through Interfolio and sets a due date and timeline for checking the status of the requests. If reviewers decline, additional reviewers may need to be invited to obtain the minimum required number of letters.
June 1	Department makes assignments as needed for the completion of the sections of the department report and sets meeting dates/times to discuss the candidates.
September 30	Department P&T committee meets to discuss each candidate. After the meeting, the assigned member prepares the synopsis of the meeting and modifications are made to the report to reflect the opinions of the committee. A vote is completed according to department guidelines and recorded in the report. All members sign the report.
October 6	Department head notifies the candidate of the outcome of the department P&T recommendation.
October 6	Final reports are due to the department head. They complete their review and report.
October 17	The department head notifies the candidate of the outcome of the department head recommendation.
October 17	The dossier to this point, including the head recommendation, are due to the college/school. The college/school sets meeting dates/times to discuss the



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	candidate.
October/November	College/school P&T committee meets to discuss each candidate. After the meeting, the assigned member prepares the report to reflect the opinions of the committee. A vote is completed according to college/school guidelines and recorded in the report. All members sign the report.
November 10	The dean notifies the department head of the outcome of the college/school P&T committee recommendation and the head notifies the candidate.
November 10	Final college/school reports are due to the dean. They complete their review and report.
November 29	The dean notifies the department head of the outcome of their recommendation and the head notifies the candidate.
September	Colleges/schools and branch campuses conduct elections for the University Promotion and Tenure Committees and convey two elected nominees to the Office of the Vice President for Faculty Affairs.
December 1	Deans submit recommendations of cases to the Vice President for Faculty Affairs by forwarding complete dossiers of all candidates, through Interfolio, to the Office of Faculty Affairs.
January 2024	University Promotion and Tenure Committees offer recommendations to the Vice President for Faculty Affairs and Provost.
February 2024	Deans meet with the Vice President for Faculty Affairs and Provost to review recommendations. The Vice President for Faculty Affairs forwards recommendations to the President. Deans receive recommendations and forward to department heads, who notify the candidate.
February 2024	President meets with the Vice President for Faculty Affairs and Provost and reviews recommendations. The President forwards recommendations for tenure to the Board of Regents (BOR), through the Chancellor. The President makes final decisions on promotion-only cases. Deans receive recommendations and forward them to department heads, who notify the candidate.
April/May 2024	BOR reviews recommendations and makes final decisions on tenure cases. Department heads receive outcomes and notify the candidate
September 1, 2024	Promotion and tenure decisions become effective.