



## 2025-2026 Promotion and Tenure Timeline

### March 2025

- Faculty members discuss with their supervisor (Assistant Dean, Associate Dean, Executive Associate Dean, or Dean) their interest/intention to pursue promotion and/or tenure during the 2025-26 cycle. Faculty are also encouraged to consult with their mentors and the P&T committee chair.
- Faculty members are encouraged to attend/view the [Promotion & Tenure workshops](#) hosted by the university Faculty Affairs Office and the Promotion Dossier Workshop hosted by the CON.

### By April 15, 2025

- Faculty member formally notifies the supervisor (Assistant Dean, Associate Dean, Executive Associate Dean, or Dean) and Jenny Morton of their intention to pursue promotion and/or tenure during the 2025-26 cycle. This will allow the CON to initiate a case for the candidate in Interfolio.
- The supervisor refers the faculty member to the Promotion and Tenure resources available in the CON Intranet. The folder includes the most current [CON guidelines](#) and the university [Faculty Affairs Office Promotion and Tenure for guidelines and forms](#), links to University and CON P&T workshops, examples of annotated CVs, and guides for developing the dossier.

### May 1, 2025

- Tenure-track and tenured faculty members seeking promotion and/or tenure submit a list of 10 potential reviewers who meet the criteria described in the University P&T guidelines using the [candidate external reviewer checklist form](#).
- Using the [external reviewer chart](#), the supervisor creates a separate list of potential external reviewers who meet the criteria described in the University P&T guidelines.
- The Faculty Affairs Liaison (Jenny Morton) pre-screens suggested external reviewers for their availability to write review letters. If the minimum number of required letters is not reached, the supervisor will be informed to provide additional names from their list or to request additional names from the candidate.

### By May 15-31, 2025

- Tenure-track and tenured faculty members seeking promotion and/or tenure submit their finalized CV and impact statement to their supervisor, who assures the accuracy of materials before their distribution to external reviewers.
- Tenure-track and tenured faculty members seeking promotion and/or tenure upload their final approved CVs and impact statements in their Interfolio case.
- Using Interfolio and the university Faculty Affairs Promotion and Tenure [standard external reviewer letter template](#), the Faculty Affairs Liaison formally solicits reviews from external reviewers.

### By June 1-September 1, 2025

- All faculty members finalize their dossier, including review by their supervisor, and upload all required documents in their Interfolio case.
- Tenure-track and tenured faculty members seeking promotion and/or tenure and who previously submitted a CV for review by external reviewers CANNOT submit an updated CV. However, if there are significant changes they would like to be considered, they should submit a [CV addendum memo](#) describing such changes to



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their supervisor and the Faculty Affairs Liaison, and the memo will be added to their dossier.

### September 1-15, 2025

- The College P&T Committee meets to orient members and to decide on assignments to draft individual teaching, research, and service reports for each candidate.

### September 1-30, 2025

- The supervisor writes a substantive review, including each area of performance.
- Supervisor meets with candidate to discuss the review and recommendation prior to submission to the P&T Committee.
- Supervisors upload their recommendations in Interfolio.

### September 15-October 20, 2025

- College P&T Committee completes their review of the dossiers and uploads their recommendation in Interfolio.
- The College P&T Committee report is shared with the supervisors.
- The supervisors meet with the candidate and discuss the outcome.

### October 21-December 2, 2025

- Dean conducts and writes an independent written review of the candidate's materials and notifies the supervisor.
- Dean submits recommendations of cases to the Office of Faculty Affairs by forwarding complete dossiers of all candidates through Interfolio.

### January 2026

- University Committees offer recommendations to Faculty Affairs and Provost.

### February 2026

- Dean meets with the Vice Provost for Faculty Affairs and Provost to review recommendations. Faculty Affairs forwards recommendations to the President.
- President meets with the Vice Provost 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.

### April - May 2026

- BOR reviews recommendations and makes final decisions on tenure cases.
- The Office of Faculty Affairs sends out congratulatory letters for promotion and tenure in mid-May.

### September 1, 2026

- Promotion and tenure decisions become effective.