

## Promotion and Tenure Timeline

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 1	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 the March start in order to coordinate external reviews.
March 1	Candidate creates a list of potential external reviewers.
April 12	Colleges/schools and departments establish and release their due dates for materials.
April 27	Colleges/schools and departments establish the chair and committee for P&T for the upcoming cycle. It is recommended to release this information for transparency.
June 1	Department selects at least 7 external reviewers that meet criteria for initial invitations and sends a preliminary “save the date” email.
July 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.
August 1	Candidates submit their materials to the department head or delegate for preliminary review and feedback.
September 2023	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.
September 1	Candidates upload their materials to Interfolio. The department head or delegate does a final review of the materials.
September 15	Department makes assignments as needed for completion of the sections of the department report and sets meeting dates/times to discuss the candidates.
November 10	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 17	Final college/school reports are due to the dean. They complete their review and report.
December 1	The dean notifies the department head of the outcome of their recommendation and the head notifies the candidate.
December 1, 2023	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 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 candidates.
September 1, 2024	Promotion and tenure decisions become effective.