

Tenure and Promotion Calendar for 2024-2025 Candidates

January 19, 2024	Provost Office notifies Deans/Directors of candidates scheduled to be considered for tenure and promotion for AY 2024-2025.  <i>All schools and colleges are required to submit their tenure and promotion policies and procedures to the Office of the Provost for approval.</i>
March 1	Deadline for faculty to declare to Dean/Director & Department Head intention to be reviewed for <b>promotion</b> during AY 2024-2025. Deadline for faculty to declare to Dean/ Director & Department Head intention to be considered for early tenure review or early promotion review in AY 2024-2025 (requires approval by Provost via the Office of Faculty Advancement).
March 15	Dean/Director submits Early Tenure/Promotion Request Forms for Tenure-Track/Tenured Faculty to Office of Faculty Advancement.
April 5	Provost provides candidates, Dean, and Department Head with decision regarding early review request.
April 12	Dean/Director submits final list of their tenure and promotion candidates to the Provost Office.
August 19	Candidate submits dossier to Department Head.
October 31	Departmental committee review completed. Candidate dossier and Departmental committee report forwarded to the Department Head.
November 28	Department Head review completed. Departmental committee and Department Head reports forwarded to candidate.
December 5	Candidate provides written acknowledgement of receipt of Departmental committee's and Department Head's reports. Candidate forwards any written comments addressing contents of reports to the Department Head. Candidate's acknowledgement and written comments become part of the official dossier.
December 12	Department Head forwards candidate's official dossier to Dean/Director.
January 6, 2025	College/School review completed. Dean forwards College/School committee's report and the Dean's report to candidate.
January 13	Candidate provides written acknowledgement of receipt of College/School committee's and Dean's reports. Candidate forwards any written comments addressing contents of reports to the Dean. Candidate's acknowledgement and written comments become part of the official dossier.
January 17	Dean/Director forwards candidate's official dossier electronically to the Provost via SharePoint.
January 24	Tenure/Promotion documents made available to University T&P Committee.

Between February 6-20	University Tenure and Promotion Committee meeting.
By April 7	Provost presents his/her recommendations for tenure and/or promotion to the President and informs Deans/Directors of recommendations.
Second full week of April	Provost informs candidates of the President's and the Provost's recommendations for tenure and/or promotion.
May meeting	Academic Affairs Committee of the Board of Trustees reviews tenure cases.
May meeting	Board of Trustees consider Tenure cases.
First week of June	Provost notifies candidates in writing of the actions of the Board of Trustees.

**Please note:** These dates are subject to change.