

2024-2025 Timeline for Tenure and Promotion Application Process

January 1, 2024 – January 30, 2024	<ul style="list-style-type: none"> Faculty member discusses possible application for promotion and/or tenure in Fall and, if (s)he decides to go forward, discusses list of 8-10 potential external reviewers with Chair.
April 1, 2024	<ul style="list-style-type: none"> Faculty candidate attends one of the campus- sponsored workshops organized by the Provost’s Office.
March 15, 2024	<ul style="list-style-type: none"> Faculty member consults with Chair to finalize list of external reviewers.
April 15, 2024 – April 30, 2024	<ul style="list-style-type: none"> Faculty member completes updating of CV and Section 2: Brief Description of Job Duties from T&P template to be used by Chair for soliciting letters from external reviewers.
June 3, 2024	<ul style="list-style-type: none"> Faculty member completes first draft of all sections of the dossier and provides to Chair for review and feedback. Review may include Chair and another senior faculty as designated by the Chair.
June 15, 2024	<ul style="list-style-type: none"> Chair or designee sends initial query email to potential external reviewers.
July 1, 2024	<ul style="list-style-type: none"> First round of edits and comments are returned to the candidate, who meets with the Chair, mentor(s) and Glen Mapes to review and make revisions. Chair sends requests for letters to external reviewers with requested return date of September 15.
July 15, 2024	<ul style="list-style-type: none"> Second draft of dossier is returned to Chair and Glen Mapes for additional editing and formatting.
August 1, 2024	<ul style="list-style-type: none"> Dossier is distributed to department faculty for preliminary feedback.
August 15, 2024	<ul style="list-style-type: none"> Comments and edits from department faculty are returned to the candidate for final editing.
September 16, 2024	<ul style="list-style-type: none"> Department vote and final dossiers due.
October 1, 2024	<ul style="list-style-type: none"> Dossiers due to Glen Mapes in Human Resources.
October 15, 2024	<ul style="list-style-type: none"> College P&T committee reviews dossiers and provides feedback to Dean by November 1.
November 15, 2024	<ul style="list-style-type: none"> Dean reviews candidate dossiers and writes letter.
January 15, 2025	<ul style="list-style-type: none"> Dossiers due on campus for University Level review.