

## Promotion & Tenure Timeline

**April 1:** Deadline for candidates to declare intent to file for promotion and/or tenure to department/college **for the upcoming academic year.**

**May 1:** List of external reviewers due to department/college.

**August 1:** Deans update the shared **Promotion and Tenure** spreadsheet listing all faculty applying for promotion and/or tenure.

**September 1 to November 30:** Internal deadline set by each College or School:

- Department Heads and Committees submit recommendations to College Committee.
- College/School Committees submit recommendations to the Dean.

**December 1:** Required documents from the candidates' dossiers and recommendations of Department Chairs, Department Committees, College Committees, and Deans submitted to the Provost via OneDrive (see [Promotion and/or Tenure Forms](#));

**February 1:** Candidates notified of the Provost's recommendation. Provost recommendations forwarded to the President for review.

**March 1:** Candidates receiving a negative recommendation from the Provost must contact the Chair of the Appeals Committee if they intend to appeal the recommendation.

**April 1:** Recommendations by the Appeals Committee are forwarded to the President for review.

**May 1:** The Board of Trustees will be notified of the President's recommendations of the candidates for tenure (only) and promotion and/or tenure prior to the June board meeting.

**June:** The Board of Trustees will review and vote on the recommendations at its June meeting.

**July:** Upon notification of the Board's approval, the candidates will be notified of the decision.

**September 1:** Effective date of promotion and/or tenure of approved candidates.