

**College of Engineering 2024-2025 Promotion & Tenure Timeline**

March 2024	Faculty Affairs releases the annual P&T guidelines and requests that deans initiate promotion and tenure proceedings.
Late March	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.
<b>March 29, 2024</b>	Candidate creates a list of potential external reviewers. The department/unit also creates a list of potential external reviewers.
Early April	Candidates submit their materials to the department head or delegate for preliminary review and feedback.
<b>April 12, 2024</b>	Deans release their timelines for review and submit to Faculty Affairs. This should include dates for candidates to submit their dossier and dates for departments to submit to the college/school.
Mid April	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.
<b>April 15, 2024</b>	Candidates upload their materials to Interfolio. The department head or delegate does a final review of the materials.
Late April	Department selects at least 7 external reviewers that meet criteria for initial invitations and sends a preliminary "save the date" email.
Mid May	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.
Mid August	Department makes assignments as needed for completion of the sections of the department report and sets meeting dates/times to discuss the candidates.
Late August	Department P&T committee meets to discuss each candidate. After the meeting, the assigned member prepares the synopsis of the meeting and modifications are made to the report to reflect the opinions of the committee. A vote is completed according to department guidelines and recorded in the report. All members sign the report.
Early September	The department head notifies the candidate of the outcome of the department P&T recommendation.
Early September	Final reports are due to the department head. They complete their review and report.
Mid September	The department head notifies the candidate of the outcome of the department head recommendation.
September 2024	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.
<b>September 20, 2024</b>	The dossier to this point, including the head recommendation, are due to the college/school. The college/school sets meeting dates/times to discuss the candidate.
<b>October 18, 21–23, 2024</b>	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.
Early November	The dean notifies the department head of the outcome of the college/school P&T committee recommendation and the head notifies the candidate.
Early November	Final college/school reports are due to the dean. They complete their review and report.
Late November	The dean notifies the department head of the outcome of their recommendation, and the head notifies the candidate.
<b>November 4, 2024</b>	Deans submit electronic copies of college/school chart (no need for college/school P&T and Dean's vote at this time), and candidate photos, for all candidates, to the Office of Faculty Affairs.
<b>December 2, 2024</b>	Deans submit recommendations of cases to Faculty Affairs by forwarding complete dossiers of all candidates, through Interfolio, to the Office of Faculty Affairs. If unusual circumstances delay this submittal, the Dean must obtain approval from Faculty Affairs to submit late materials.
January 2025	University Promotion and Tenure Committees offer recommendations to Faculty Affairs and Provost.
February 2025	Deans meet with the Vice Provost for Faculty Affairs and Provost to review recommendations. Faculty Affairs forwards recommendations to the President. Deans receive recommendations and forward to department heads, who notify the candidate.
February 2025	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 2025	BOR reviews recommendations and makes final decisions on tenure cases. Department heads receive outcomes and notify the candidate.
<b>September 1, 2025</b>	Promotion and tenure decisions become effective.