



**VMBS Calendar for 2024-2025 Promotion & Tenure Cycle,  
including Third-Year/Mid-Term Faculty Reviews**

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April 12, 2024	The School and Departments establish and release their due dates for materials. The School and Departments establish the chair and committee for P&T for the upcoming cycle.
May 17, 2024	Candidates upload their materials to Interfolio. The department head or delegate does a final review of the materials.
<b>Sept. 9, 2024</b>	<b>Departments submit dossiers and other required forms via Interfolio to the VMBS Dean's Office for initial review.</b>
Sept. 10 – 17, 2024	The Dean's Office reviews dossiers for compliance with 2024/25 P&T guidelines; return to Departments to make corrections, if necessary.
Sept. 18, 2024	Departments submit <i>corrected</i> P&T files via Interfolio to the VMBS Dean's Office.
Sept. 23, 2024	P&T and mid-term review files distributed to the School P&T Committee via Interfolio.
Sept. 24 – Oct. 17, 2024	The School P&T Committee reviews candidate files in Interfolio.
Oct. 18, 2024	Scheduled meeting for the School P&T Committee.
Oct. 21 – 25, 2024	The School P&T Committee writes letters.
Oct. 28, 2024	The School P&T Committee submits final letters to the Dean's Office via W-drive; Misty obtains committee signatures.
Oct. 29 –Nov. 1, 2024	Upon receipt of the P&T recommendations from the School P&T Committee, the Dean notifies department head, and department head notifies candidate[s].
Nov. 4 – 29, 2024	The Dean reviews candidate files and prepares recommendations.
Dec. 2, 2024	The Dean's Office submits recommendations of cases to the Vice President for Faculty Affairs via Interfolio to the Office of Faculty Affairs.  Upon submission of the Dean's recommendation[s] to the Vice President for Faculty Affairs, the Dean notifies the department head, and the department head notifies candidate[s].

January 2025	University Promotion and Tenure Committees offer recommendations to the Vice President for Faculty Affairs and Provost.
February 2025	The Dean meets with the Vice President for Faculty Affairs and the Provost and reviews recommendations. The Vice President for Faculty Affairs forwards recommendations to the President. The Dean receives recommendations and forwards them to department heads, who notify the candidate.
February 2025	President meets with the Vice President for Faculty Affairs and the 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. The Dean receives recommendations and forwards them to department heads, who notify the candidate.
April/May 2025	BOR reviews recommendations and makes final decisions on TENURE cases. Congratulatory letters for tenure and promotion will be sent in mid- May.
September 1, 2025	Promotion and tenure decisions become effective.