

Promotion and Tenure Deadlines

Note: Departments may set earlier deadlines, as long as they are not later than these dates.

- By April 1** 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.
- By May 1** 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.
- By May 15** Candidate creates a list of potential external reviewers. The department/unit also creates a list of potential external reviewers.
- By May 19** Department selects at least 7 external reviewers that meet criteria for initial invitations and sends a preliminary “save the date” email.
- By May 26** Candidates submit their materials to the department head or delegate for preliminary review and feedback.
- By June 9** Candidates (tenure-track) upload their materials to Interfolio. The department head or delegate does a final review of the materials.
- By June 12** 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.
- By June 12** Department makes assignments as needed for completion of the sections of the department report and sets meeting dates/times to discuss the candidates.
- By Aug. 1** Candidates (APT) upload their materials to Interfolio. The department head or delegate does a final review of materials.
- By Sept 15** 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.
- By Sept. 20** The department head notifies the candidate of the outcome of the department P&T recommendation.
- By Sept. 20** Final reports are due to the department head. They complete their review and report.
- Oct. 1** The department head notifies the candidate of the outcome of the department head recommendation.
- Oct. 1** 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.
- By Nov. 10** 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.
- By Nov. 10** The dean notifies the department head of the outcome of the college/school P&T committee recommendation and the head notifies the candidate.
- By Nov. 13** Final college/school reports are due to the dean. They complete their review and report.
- By Nov. 25** The dean notifies the department head of the outcome of their recommendation, and the head notifies the candidate.