

Promotion/Tenure Schedule (Academic and Research Faculty)			
Responsible Party	Tasks	DUE DATE	
Academic Affairs	Announce to Department Heads/Deans of schedule and format reminder	TBD	
Dept Head	DH submits list of anticipated academic, library and research faculty promotion and tenure cases to Academic Affairs (promotion only for library, research, and teaching faculty)	June 15, 2022	
Candidates submit information to the Department Head & Academic Affairs		See dates below	
(Procedures Manual: Section 6 - Promotion and Tenure)			
Candidate	Tenure/Tenure-Track, Library and Research Faculty	July 1, 2022	
Dept Head	DH coordinates package review and sends package out for external review	Early/Mid July-August	
Candidate	Teaching Faculty	September 1, 2022	
Candidate	If a candidate would like to submit an addendum, this must be done by September 2, 2022. The Department Head will include this in the Candidate's dossier as an addendum to the "Candidate Statement."	September 2, 2022	
Dept Head or Dept Admin	The Department Head shall submit each candidate dossier to Academic Affairs as a single, bookmarked PDF document	September 9, 2022	CANVAS Site Instructions
Dept P&T Committee	Department Committee submits recommendation letter to the DH	November 4, 2022	once the Dept Committee uploads their document - they are all removed from the canvas site
Dept Head and Candidate	DH meets with the candidate, completes their recommendations, and submits the completed dossier package to the Dean. Dossier needs to be bookmarked. Table of contents without page numbers, but anchored to correct page in dossier.	November 18, 2022	once the DHDD uploads their document - they are removed from the canvas site
Dean	Dean completes their recommendations and submits the final, bookmarked dossier to Academic Affairs/Provost	December 14, 2022	once the Dean uploads their document and produces the FINAL P&T Dossier - the Dean needs to notify AA by email that the final dossier is ready for download. Then the Dean is removed from the canvas site. At this step, only AA will have access.
All Prospective Candidates	Faculty member informs their Department Head of their plans to go up for Promotion and/or Tenure	April 17, 2023	
Internal Tasks (Academic Affairs)		DUE DATE	
	Provost delivers charge to the University Promotion & Tenure Committee	Late Sept / Early Oct	
	Promotion & Tenure Committee meets to review all recommendations	Mid-Dec - Mid-Feb	
	Provost meets with P&T Committee to review their final recommendations	Early March	
	Provost needs to have final decision and material prepared for the BOT meeting	March 17, 2023	
	Material to Presidents office for BOT meeting	March 29, 2023	
	BOT Meeting	April 7, 2023	
	Provost communicates final decisions to DHs	after April 10, 2023	
	Provost announces promotion/tenure decisions at the April Awards Celebration	April 26, 2023	