



## Spring Cycle Tenure and Promotion Schedule

### This schedule should be used for:

- December Probationary Period End Date for tenure candidates
- Candidates approved for early tenure review during the Spring Cycle

Please refer to Section 2 of the Rules and Procedures of the Faculty for process details. Department chairs must consult with the dean's office to ensure any college-specific guidelines are followed for additional requirements.

The department chair and/or dean's office must inform the candidate and the Provost's Office about any concerns in meeting the Provost Office deadline.

### Steps in Tenure and Promotion Process:

#### Confirming Candidates for Review:

1. **February 1 Deadline:** The Provost's Office will provide each college with a list of faculty due for tenure review in the upcoming academic year.
2. **February 15 Deadline:** The Dean's Office will review the list with their departments for accuracy, and inform the Provost Office of any discrepancies. The Dean's Office will also provide a list of early tenure review cases and promotion to full professor review cases for the upcoming academic year.

#### External Evaluator List Process and Timeline:

1. During the months of **April and May**, department chairs hold necessary discussions with candidates and department/faculty evaluators to draft a list of potential external reviewers (see [External Evaluation for Tenure and Promotion](#))
2. **August 1 Deadline:** Using the [Template List of External Evaluators](#), the chairperson forwards the complete list to the dean for review.
3. **August 15 Deadline:** The dean submits lists to the Provost Office.
4. **September 1 Deadline:** The Provost Office approves the final list.
5. During the early fall months, the candidate's CV, statement on research and scholarship, and scholarly materials are sent to external evaluators who have agreed to review the file.

#### Interfolio:

1. Candidates may begin to upload materials in October.
2. **January 15 Deadline:** Dossiers are due to the Department Chair.
3. **February 15 Deadline:** Dossiers are due to the College Dean Office.
4. **March 15 Deadline:** Recommendation due from College Promotion and/or Tenure Committee to Dean
5. **May 15 Deadline:** Dossiers are due to the Provost Office.



### **Provost Recommendation Letters:**

- The fall semester Board of Trustees meeting is typically scheduled in **October** of each year.
- At least one week prior to this meeting, candidates should expect to receive a letter from the provost indicating the recommendation that will be made to the board.
- Candidates will receive an official decision letter of tenure and/or promotion in the week following the Board of Trustees meeting.