2024-2025 Promotion and Tenure Due Dates

|  |  |
| --- | --- |
| Administrative Responsibilities | Due Date |
| Cases released to candidates | 4/1/24 |
| Colleges report committee membership/Chairs to P/VCAA | 4/19/24 |
| Cases forwarded to Department Committee | 9/6/24 |
| Cases forwarded to Department Chair/School Director | 9/30/24 |
| Cases forwarded to College Committee | 10/22/24 |
| Cases forwarded to Dean | 11/12/24 |
| Cases forwarded to University Committee | 12/3/24 |
|  |
| Candidate Tasks | Due Date |
| Preliminary (nonbinding) declaration of intent to submit for promotion to Professor, early promotion to Associate Professor, or promotion to Clinical Associate or Clinical Professor via email to Dean | 2/16/24 |
| Prepare and submit initial materials for external review | 5/1/24 |
| Prepare and submit final packet materials | **9/5/24** |
| Rebuttal, if desired, to Department Committee through Interfolio | 7 days after receiving the report |
| Rebuttal, if desired, to Department Chair/School Director through Interfolio | 7 days after receiving the report |
| Rebuttal, if desired, to College Committee through Interfolio | 7 days after receiving the report |
| Rebuttal, if desired, to Dean through Interfolio | 7 days after receiving the report |
| Rebuttal, if desired, to University Committee through Interfolio | 7 days after receiving the report |
|  |
| Department Committee Tasks | Start Date | Due Date |
| Within this 3-week period:* Review candidate packet(s)
* Meet with Committee for discussion and voting
* Write committee report(s)
* Meet and share report with candidate and through Interfolio (**within 10 days of committee vote**)
* Send packet forward
 | 9/6/24 | 9/27/24 |
|  |
| Department Chair/School Director Tasks | Start Date | Due Date |
| Within this 3-week period:* Review candidate packet(s)
* Write Department Chair/School Director letter
* Meet and share report with candidate and through Interfolio (**within 10 days of committee vote**)
* Send packet forward
 | 9/30/24 | 10/21/24 |
|  |
| College Committee Tasks | Start Date | Due Date |
| Within this 3-week period:* Review candidate packet(s)
* Meet with Committee for discussion and voting
* Write committee report(s)
* Meet and share report with candidate and through Interfolio (**within 10 days of committee vote**)
* Send packet forward
 | 10/22/24 | 11/12/24 |
|  |
| Dean Tasks | Start Date | Due Date |
| External Review Tasks* Review and finalize candidates propose list of external reviewers
* Communicate with external reviewers to request their agreement to evaluate candidate
* Send formal Interfolio email to external reviewers to request evaluation with due date
* Confirm Interfolio acceptance by external evaluators and follow-up if needed
* Confirm Interfolio receipt of uploaded evaluation document(s) by due date

Within this 3-week period:* Review candidate packet(s)
* Write Dean letter
* Meet and share report with candidate and through Interfolio (**within 10 days of committee vote**)
* Send packet forward
 | 5/2/2411/13/24 | 8/2/2412/4/24 |
|  |
| University Committee Tasks | Start Date | Due Date |
| Within this period:* Review candidate packet(s)
* Meet on Jan. 10 and on Jan. 17, (second day if needed) to discuss the candidates’ cases and write the University Committee report
* Meet and share report with candidate and through Interfolio (**within 10 days of committee vote**)
* Send packet forward
 | 12/5/24 | 1/24/25 |