2024-2025 Promotion and Tenure Due Dates

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| 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 | |
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| 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 | |
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| 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 |
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| 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 |
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| 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 |
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| 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 | 5/2/24  11/13/24 | 8/2/24  12/4/24 |
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| 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 |