

Tenure and Promotion Calendar for 2023-2024 Candidates

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| January 24, 2023 | Provost Office notifies Deans/Directors of candidates scheduled to be considered for tenure and promotion for AY 2023-2024. <i>All schools and colleges are required to submit their tenure and promotion policies and procedures to the Office of the Provost for approval.</i> |
| March 1 | Deadline for faculty to declare to Dean/Director intention to be reviewed for promotion during AY 2023-2024. Deadline for faculty to declare to Dean/Director intention to be considered for early tenure review in AY 2023-2024 (requires approval by Provost via the Office of Faculty Affairs). |
| March 24 | Dean/Director submits final list of their tenure and promotion candidates to the Provost Office. |
| August 18 | Candidate submits dossier to Department Head. |
| October 31 | Departmental committee review completed. Candidate dossier and Departmental committee report forwarded to the Department Head. |
| November 28 | Department Head review completed. Departmental committee and Department Head reports forwarded to candidate. |
| December 5 | Candidate provides written acknowledgement of receipt of Departmental committee's and Department Head's reports. Candidate forwards any written comments addressing contents of reports to the Department Head. Candidate's acknowledgement and written comments become part of the official dossier. |
| December 12 | Department Head forwards candidate's official dossier to Dean/Director. |
| January 3, 2024 | College/School review completed. Dean forwards College/School committee's report and the Dean's report to candidate. |
| January 16 | Candidate provides written acknowledgement of receipt of College/School committee's and Dean's reports. Candidate forwards any written comments addressing contents of reports to the Dean. Candidate's acknowledgement and written comments become part of the official dossier. |
| January 22 | Dean/Director forwards candidate's official dossier electronically to the Provost via SharePoint. |
| January 26 | Tenure/Promotion documents made available to University Tenure and Promotion Committee. |

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| Between February 6-20 | University Tenure and Promotion Committee meeting. |
| By April 7 | Provost presents his/her recommendations for tenure and/or promotion to the President and informs Deans/Directors of recommendations. |
| Second full week of April | Provost informs candidates of the President's and the Provost's recommendations for tenure and/or promotion. |
| May meeting | Academic Affairs Committee of the Board of Trustees reviews tenure cases. |
| May meeting | Board of Trustees consider Tenure cases. |
| First week of June | Provost notifies candidates in writing of the actions of the Board of Trustees. |

Please note: These dates are subject to change.