

# REVISED

## 2024-2025 Promotion and Tenure Due Dates

<b>Administrative Responsibilities</b>	<b>Due Date</b>	
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	10/7/24	
Cases forwarded to College Committee	10/29/24	
Cases forwarded to Dean	11/20/24	
Cases forwarded to University Committee	12/12/24	
<b>Candidate Tasks</b>		
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	
<b>Department Committee Tasks</b>		
Within this 3-week period: <ul style="list-style-type: none"> <li>Review candidate packet(s)</li> <li>Meet with Committee for discussion and voting</li> <li>Write committee report(s)</li> <li>Meet and share report with candidate and through Interfolio (<b>within 10 days of committee vote</b>)</li> <li>Send packet forward</li> </ul>	Start Date 9/6/24	Due Date 10/4/24
<b>Department Chair/School Director Tasks</b>		
Within this 3-week period: <ul style="list-style-type: none"> <li>Review candidate packet(s)</li> <li>Write Department Chair/School Director letter</li> <li>Meet and share report with candidate and through Interfolio (<b>within 10 days of committee vote</b>)</li> <li>Send packet forward</li> </ul>	Start Date 10/7/24	Due Date 10/28/24

<b>College Committee Tasks</b>	<b>Start Date</b>	<b>Due Date</b>
Within this 3-week period: <ul style="list-style-type: none"> <li>• Review candidate packet(s)</li> <li>• Meet with Committee for discussion and voting</li> <li>• Write committee report(s)</li> <li>• Meet and share report with candidate and through Interfolio <b>(within 10 days of committee vote)</b></li> <li>• Send packet forward</li> </ul>	<b>10/29/24</b>	<b>11/19/24</b>
<b>Dean Tasks</b>	<b>Start Date</b>	<b>Due Date</b>
External Review Tasks <ul style="list-style-type: none"> <li>• Review and finalize candidates propose list of external reviewers</li> <li>• Communicate with external reviewers to request their agreement to evaluate candidate</li> <li>• Send formal Interfolio email to external reviewers to request evaluation with due date</li> <li>• Confirm Interfolio acceptance by external evaluators and follow-up if needed</li> <li>• Confirm Interfolio receipt of uploaded evaluation document(s) by due date</li> </ul>	5/2/24	8/2/24
Within this 3-week period: <ul style="list-style-type: none"> <li>• Review candidate packet(s)</li> <li>• Write Dean letter</li> <li>• Meet and share report with candidate and through Interfolio <b>(within 10 days of committee vote)</b></li> <li>• Send packet forward</li> </ul>	<b>11/20/24</b>	<b>12/11/24</b>
<b>University Committee Tasks</b>	<b>Start Date</b>	<b>Due Date</b>
Within this period: <ul style="list-style-type: none"> <li>• Review candidate packet(s)</li> <li>• Meet on Jan. 10 and on Jan. 17, (second day if needed) to discuss the candidates' cases and write the University Committee report</li> <li>• Meet and share report with candidate and through Interfolio <b>(within 10 days of committee vote)</b></li> <li>• Send packet forward</li> </ul>	<b>12/12/24</b>	<b>1/31/25</b>