

Tenure & Promotion Timeline

January

- Dean's Office identifies candidates standing for tenure & promotion in the following academic year

February-March

- Candidates discuss their case with chairs/mentors
- Candidates submit names of three relevant external evaluators
- Candidates begin drafting personal statements (research, teaching, service, future role)
- Candidates begin updating CVs

April

- **Early April:** Solicitation of external evaluator names (department chairs submit names to APT for review)
- **Mid April:** Chairs review candidate personal statements and help identify publications that will be part of external evaluator review packet (three published papers and one work-in-progress)
- **Late April:** Candidates submit external evaluator review packets to Dean's Office
- **Late April:** Dean's Office solicits external evaluators

May

- **Early-Mid May:** Dean's Office sends review packets to external evaluators

June

- **Early June:** Dean's Office/APT augment external evaluator solicitations as needed
- **Late June:** External evaluator letters due
- **Entire month:** Candidates work on Part II form and compile supporting materials as required by Provost.

July

- **Entire month:** Final deadline for all evaluator letters
- **Early-Mid July:** Candidates continue to work on dossier and Part II form
- **Mid-End of July:** Chairs review Part II form and supporting materials with candidate(s)

August

- **August 1:** Deadline for submission of and Part II form and supporting materials to Dean's Office
- **August 15:** Chair Reports due to APT
- **Entire month:** APT prepares analyses and meets to discuss tenure & promotion cases

September

- APT meets to discuss tenure & promotion cases and prepares presentations to faculty
- Faculty meet with APT to deliberate and vote on cases (possibility for meetings in both September & October)
- APT prepares their reports for submission to Dean's Office
- Dean's Office prepares its reports for submission to Provost's Office
- Cases progress Provost's Office for review at the University level

October