

Calendar for Pre-Tenure Review

Date(s)*	Action
Stage 1: Preparation of Portfolio by Faculty Member	
By Spring Semester Graduation Date	Notification of faculty member facing pre-tenure review
Fall	Faculty member's preparation of portfolio
January 21	Faculty member submits portfolio to immediate supervisor.
Stage 2: Review of Portfolio at Department Level	
January 22 – February 20	Review and evaluation by immediate supervisor and if applicable, Departmental/Academic Unit Promotion & Tenure Committee.
February 21	Recommendation(s) is uploaded to candidate's portfolio and presented to the candidate. If desired, the candidate has 10 working days to submit a response, and the immediate supervisor has another 10 working days after receiving the response to provide a rebuttal.
By March 13	Recommendation(s) is submitted to Dean of the college/school and forwarded to the College Promotion and Tenure Committee for review.
Stage 3: Review of Portfolio at the College Level	
March 14 – April 6	Review and evaluation by the College Promotion and Tenure Committee.
April 7	Recommendation of the College Promotion and Tenure Review Committee forwarded to Dean of the faculty member's college/school
April 7 – April 24	Review and evaluation by the Dean
April 25	Decision of the Dean forwarded to the faculty member, immediate supervisor, and Office of the Provost.
Stage 4: Review of Portfolio at University Level	
April 25 – May 2	Faculty member receiving unfavorable recommendation from dean and/or College Promotion and Tenure Review Committee may assemble appeal materials and submit them to the Provost for forwarding to University Promotion and Tenure Review Committee.

May 3 – deadline specified by the Provost	Review and evaluation by the University Promotion and Tenure Review Committee of post-tenure review portfolios with unfavorable recommendation(s) and forwarding of committee recommendation to the Provost.
Deadline specified by the Provost (at least one week allowed for preparation)	Faculty member receiving unfavorable recommendation from University Promotion and Tenure Review Committee may assemble appeal materials and submit them to the provost.
Deadline specified by the Provost	Review by the Provost of portfolios, recommendations and, if applicable, appeals.
Deadline specified by the Provost (no later than two weeks after any appeals submitted)	Decision of the Provost forwarded to faculty member and dean.

*If dates listed fall on weekends or holidays the actual date will be the next business day.

Calendar for Promotion and Tenure

Date(s)*	Action
Stage 1: Preparation of Portfolio by Candidate	
By February 1	Notification of candidate facing retention deadlines
Spring and Summer	Candidate's preparation of portfolio
August 21	Candidate uploads portfolio
Stage 2: Review of Portfolio at Department Level	
September 22 – October 4	Review and evaluation by Department/Academic Unit Promotion and Tenure Committee and immediate supervisor
October 5	Recommendation(s) and any candidate's responses are uploaded into the portfolio by the Dean of candidate's school or college for the College Promotion and Tenure Committee's review
Stage 3: Review of Portfolio at School or College Level	
October 7 – November 6	Review and evaluation by the School or College Promotion and Tenure Committees.
November 7	Recommendation of the School/College Promotion and Tenure Committee and any candidate's responses are uploaded into the portfolio for the review from the Dean of the candidate's school or college
November 8 - 22	Review and evaluation by the Dean of the candidate's school or college
December 1	Recommendations of the Dean and College Promotion and Tenure Committee and candidate's responses are submitted to the Provost who uploads them into the candidate's portfolio
Stage 4 (if candidate appeals decision at college level): Review of Portfolio at University Level	
December 1-15	Candidate receiving any unfavorable recommendations assembles appeal materials, if appropriate

December 16	Candidate's appeal materials due to the Provost who submits the appeal statement to the Provost and notifies the University Promotion and Tenure Committee
December 17 – January 20	Review and evaluation of tenure and promotion portfolios under appeal by the University Promotion and Tenure Committee.
January 21	Recommendation of University Promotion and Tenure Committee on portfolios under appeal forwarded to the Provost who uploads the recommendation to the Candidate's portfolio
January 21 - 28	If candidate receives an unfavorable recommendation from the University Promotion and Tenure Committee, then they may assemble appeal materials and submit them to the Provost.
Stage 4: Review of Portfolio at the University Level	
November 22-December 1	Recommendations of the dean and College Promotion and Tenure Committee that are favorable to the candidate are submitted to the Provost and uploaded in candidate's portfolio
February (date depends on Board of Regents due dates)	The Provost's recommendations on promotion and tenure are forwarded to the President
TBA (date depends on Board of Regents due dates)	The President's recommendations on promotion and tenure are forwarded to the Board of Regents

Calendar for Post-Tenure Review

Date(s)*	Action
Stage 1: Preparation of Portfolio by Faculty Member	
By Spring Semester Graduation Date	Notification of faculty member facing post-tenure review
Fall	Faculty member's preparation of portfolio
January 21	Faculty member submits portfolio to immediate supervisor.
Stage 2: Review of Portfolio at Department Level	
January 21 – February 20	Review and evaluation by immediate supervisor and if applicable, Departmental/Academic Unit Promotion & Tenure Committee.
February 21	Recommendation(s) is uploaded to candidate's portfolio and presented to the candidate. If desired, the candidate has 10 working days to submit a response.
By March 3	Recommendation(s) is submitted to Dean of the college/school and forwarded to the College Promotion and Tenure Committee for review.
Stage 3: Review of Portfolio at the College Level	
March 4 – March 20	Review and evaluation by the College Promotion and Tenure Committee.
March 21	Recommendation of the College Promotion and Tenure Review Committee forwarded to Dean of the faculty member's college/school
March 22 – April 7	Review and evaluation by the Dean
April 8	Decision of the Dean forwarded to the faculty member, immediate supervisor, and Office of the Provost.
Stage 4: Review of Portfolio at University Level	
April 8 - April 15	Faculty member receiving unfavorable recommendation from Dean and/or College Promotion and Tenure Review Committee may assemble appeal materials and submit them to the Provost for forwarding to University Promotion and Tenure Review Committee.
April 16 – deadline specified by the Provost	Review and evaluation by the University Promotion and Tenure Review Committee of post-tenure review portfolios with unfavorable recommendation(s) and forwarding of committee recommendation to the Provost.

Deadline specified by the Provost (at least one week allowed for preparation)	Faculty member receiving unfavorable recommendation from University Promotion and Tenure Review Committee may assemble appeal materials and submit them to the provost.
Deadline specified by the Provost	Review by the Provost of portfolios, recommendations and, if applicable, appeals.
Deadline specified by the Provost (no later than two weeks after any appeals submitted)	Decision of the Provost forwarded to faculty member and Dean.

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