

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.