

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