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 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-October**: Entire month: 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.