



**REVISED 10/14/2024**

**2024-25 Tenured, Tenure-earning, and Non-tenure Earning,  
Clinical, and Research, Assistant Professors and Associate Professors  
Promotion & Tenure Schedule**

Date	TASK
Friday, March 1 <a href="#">Interfolio</a> Available	<b>Candidates</b> may access <a href="#">Interfolio</a> to begin entering external review materials and dossier development.  Dossier requirements are available at:  <a href="#">Faculty Excellence: Promotion - Assistant and Associate Professors</a> .
Check with your college for deadlines.	<b>Candidates</b> submit external review materials.
Check with your college for deadlines.	<b>Department Chair/School Director:</b>  <ol style="list-style-type: none"> <li>1. Confirm candidate choice to view external review letters.</li> <li>2. Contact external reviewers for commitment.</li> <li>3. Send external review requests through Interfolio.</li> </ol>
Thursday, August 8 <b><u>Deadline</u></b>	<b>Candidate submits:</b>  <ol style="list-style-type: none"> <li>1. Regenerated Vita</li> <li>2. Dossier</li> </ol>
Friday, August 9 - <b>Wednesday, August 14</b>	<b>Department Chair/School Director</b> certifies dossier contents.
Thursday, August 15 - <b>Tuesday, September 3</b> <i>(Holiday September 2)</i>	<b>Department Committee</b> reviews dossier and submits recommendation.
Wednesday, September 4 - <b>Thursday, September 5</b>	<b>Department Chair/School Director</b> reviews department/unit committee evaluation.
Friday, September 6 - <b>Friday, September 13</b>	<b>Candidate</b> reviews department/school committee recommendation and may submit optional response.
Monday, September 16 - <b>Monday, September 23</b>	<b>Department Chair/School Director</b> reviews dossier and submits recommendation.

Date	TASK
Tuesday, September 24 - <b>Monday, September 30</b>	<b>Candidate</b> reviews department chair/school director recommendation and may submit optional response.
Tuesday, October 1 - <b>Wednesday, October 23</b>	<b>College Committee</b> reviews dossier and submits recommendation.
<b>Thursday, October 24</b>	<b>Dean Designee</b> reviews college committee evaluation.
Friday, October 25 - <b>Tuesday, October 29</b>	<b>Candidate</b> reviews college committee recommendation and may submit optional response.
Wednesday, October 30 - <b>Wednesday, November 13</b> <i>(Holiday November 11)</i>	<b>College Dean</b> reviews dossier and submits recommendation.
Thursday, November 14 - <b>Wednesday, November 20</b>	<b>Candidate</b> reviews college dean recommendation and may submit optional response.
Friday, December 6 - <b>Tuesday, January 21, 2025</b> <i>(Holiday January 20)</i>	<b>University Committee reviews dossiers.</b> Tenured and tenure-earning dossiers receiving unanimous review will bypass university committee review and move immediately to the provost for review.  The provost may recycle dossiers back to the university committee for additional review.
Wednesday, January 22 - <b>Monday, January 27</b>	<b>Candidate</b> reviews university committee recommendation and may submit optional response.
<b>Tuesday, January 28</b>	<b>Provost</b> begins full review of dossiers.
<b>Thursday, April 3</b>	Notification letters distributed to <b>candidates</b> .
<b>TBD – Spring/Summer 2025</b>	Tenure nominations presented to <b>Board of Trustees</b> for approval.