# Timeline (with 2025–2026 Dates)

| Date Range | Tenure Policy (OIT 20-030) | Post-Tenure Review Policy (OIT 20-035) | Promotion Policy (OIT 20-040) |
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| **Fall Term** | | | |
| **Oct 6–10** Fall Week 1 | Provost sends list of tenure-eligible faculty to deans and chairs.<br><br>Department Chairs notify candidates. | Provost sends list of faculty scheduled for post-tenure review to deans.<br><br>Department Chair notify candidates. | Provost sends list of promotion-eligible faculty to Department Chairs (by 5pm Friday). |
| **Oct 10** Fall Week 1 (End) | Department Chair notify tenure candidates in writing. | Department Chair confirm eligibility and notify faculty in writing. | |
| **Oct 17** Fall Week 2 (Friday) | — | — | Department Chair confirm eligibility and notifies faculty & Provost (by 5pm Friday). |
| **Nov 24–28** Fall Week 8 | Department Chair appoints five-member Tenure Review Committee. | Department Chair organizes Post-Tenure Review Committee. | — |
| **Nov 24–28** Fall Week 8+ | Immediately upon appointment, committee convenes; sets student input meeting date/location (Winter Wk 2–3). | PTR Committee convenes; selects chair; schedules comments meeting (Winter Wk 2–3). | — |
| **Dec 1–5** Fall Week 9 | — | PTR Committee finalizes meeting logistics. | Faculty eligible for promotion will notify the Provost's Office if applying for promotion or not by 5pm Friday. |
| **Dec 19** Fall End of Term | Committee Chair sends meeting details and candidate name to Dean's Office. | PTR Committee Chair sends meeting details and candidate name to Provost Office. | — |
| **Winter Term** | | | |
| **Jan 9** Winter Week 1 (End) | Candidates submit tenure portfolios to Committee. | Candidates submit post-tenure portfolios to PTR Committee. | — |
| **Jan 12–23** Winter | Student input meeting held. | Comments meeting held with PTR Committee and candidate. | — |

| Week 2–3 | | | |
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| **Jan 30** Winter Week 4 (Friday) | Candidates may request documentation collected by Committee; Committee Chair must respond by Friday. | Candidates may request documentation collected – request must be made by Monday of the 4th week<br><br>Committee Chair must respond by Friday of the 4th week | — |
| **Feb 6** Winter Week 5 (Before) | (See row above.) Candidates may request meeting with Committee before recommendation (before the 5th week). | (See row above.) Candidates may request meeting with PTR Committee before recommendation (before the 5th week). | — |
| **Feb 13** Winter Week 6 (Friday) | Committee submits report and documentation to Chair. | PTR Committee submits report, portfolio, notes, and documentation to Department Chair. | — |
| **Feb 20** Winter Week 7 | Department Chair notifies candidate (by end of 7th week).<br><br>Department Chair writes letter, forwards report and materials to Dean (by Friday of 7th week). | Department Chair notifies candidate of PTR Committee recommendation (by end of 7th week).<br><br>Department Chair writes letter, forwards report and materials to Dean (by Friday of 7th week). | — |
| **Feb 27** Winter Week 8 (End) | Dean submits evaluation to Provost. | Dean shall review PTR Committee report and Department Chair letter and write a letter of evaluation recommending an outcome and submit this recommendation, along with Committee report and Chair letter to the Provost by due date given by Provost Office. | Department Chair appoints Department Promotion Advisory Committee (DPAC) – by end of week. |
| **Mar 2** Winter Week 9 (Start) | — | | Dean notifies Provost of DPAC and College Promotion Advisory Committee (CPAC) membership – by start of week. |
| **Mar 6** Winter Week 9 (Friday) | — | | CPAC membership submitted to Provost by 5pm Friday. |
| **Mar 6** Winter Week 9 (End) | Provost forwards recommendations to President. | | — |

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| **Mar 20**<br>Winter End of Term | President issues final tenure decision letter. | Provost issues final post-tenure decision letter. | — |
| **Spring Term** | | | |
| **Apr 3**<br>Spring Week 1<br>(Friday) | — | Development plan submitted if outcome is unsatisfactory within 2 weeks following the review. | Candidates submit promotion applications to Provost Office by 5pm Friday.<br><br>All review levels will receive e-portfolios by 5pm Friday. |
| **Apr 17**<br>Spring Week 3<br>(Friday) | — | — | DPAC submits recommendation to Provost by 5pm Friday. |
| **Apr 24**<br>Spring Week 4<br>(Friday) | — | — | Department Chair submits recommendation to Provost by 5pm Friday. |
| **May 1**<br>Spring Week 5<br>(Friday) | — | — | CPAC submits recommendation to Provost by 5pm Friday |
| **May 1**<br>Spring Week 5<br>(End) | — | — | Dean schedules CPAC meeting. |
| **May 8**<br>Spring Week 6<br>(Friday) | — | — | College Dean submits recommendation to Provost by 5pm Friday. |
| **May 15**<br>Spring Week 7<br>(Friday) | — | — | Candidate may appeal a negative assessment at any level of review prior to University Promotion Advisory Committee (UPAC). Deadline to submit <u>intent</u> to appeal letter to UPAC Chair by 5pm Friday. |
| **May 18**<br>Spring Week 8<br>(Monday) | — | — | (See row above.) Deadline to submit written appeal to UPAC Chair by 5pm Monday of 8th week. |
| **May 29**<br>Spring Week 9<br>(Friday) | — | — | UPAC submits final recommendation to Provost by 5pm Friday. |

| Jun 12<br>Spring Week 11<br>(Friday) | — | — | Provost places final decision in candidate's evaluative file by 5pm Friday. |
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