



Reappointment, Tenure and Promotion – Timelines

For Non-Tenure-Track Appointments Including Instructors, Lecturers, Senior Lecturers and Clinical Faculty Standing for Reappointment

By May 1	Meeting with Chair or Head of the Program, Unit, Department and/or Discipline
By October 15	Peer Committee identified
By November 15	Candidate dossiers due
By December 8	Peer Committee (PC) votes
By December 24	Candidate may respond in writing to the Peer Committee report
By January 8	Chair or Head of the Program, Unit, Department and/or Discipline or Chair Designate Writes Letter of Recommendation
By January 15	Candidate may respond in writing to the Chair Designate's Letter
By January 25	College Executive Committee (CEC) Votes
By February 1	Candidate May Respond in Writing to the CEC Letter
By February 7	Dean Writes Letter of Recommendation and dossier is submitted to the Office of the EVP/University Provost.
By February 15	Candidate may respond in writing to the Dean's letter
By March 8	EVP/University Provost informs candidates of reappointment Decision

Tenure-Track Appointments Including Assistant, Associate, and Full Professors Standing for Reappointment

By May 1	Meeting with Chair or Head of the Program, Unit, Department and/or Discipline
By October 15	Peer Committee identified
By November 15	Candidate Dossiers due
By December 8	Peer Committee (PC) votes
By December 24	Candidate may respond in writing to the Peer Committee report
By January 8	Chair or Head of the Program, Unit, Department and/or Discipline or Chair Designate Writes Letter of Recommendation
By January 15	Candidate may respond in writing to the Chair Designate's letter

By January 25	College Executive Committee (CEC) votes
By February 1	Candidate may respond in writing to the CEC letter
By February 8	Dean Writes Letter of Recommendation and dossier is submitted to the Office of the EVP/University Provost.
By February 15	Candidate may respond in Writing to the Dean's Letter
By March 8	University Faculty Personnel Committee (UFPC) Votes
By March 15	Candidate may respond in Writing to the UFPC's report and ask for reconsideration of the findings
	The Candidate's request for reconsideration will be included in the dossier.
By March 24	UFPC final vote (following a Request for Reconsideration is Received from the Candidate)
By March 31	EVP/University Provost makes recommendation to President
By April 14	EVP/University Provost informs candidates of reappointment decision

For Tenure Track Appointments of Assistant Professors Standing for Tenure and Promotion or Associate or Full Professors Standing for Tenure

By February 1	Meeting with Chair or Head of the Program, Unit, Department and/or Discipline
By May 1	Confidential External Reviewers identified
By June 30	Contact External Reviewers
By August 1	Submission of Preliminary Dossier
By August 15	Preliminary Dossier sent to External Reviewers
By October 15	Peer Committee (PC) Identified
By November 15	External Review letters due
By November 15	Candidate Dossiers due
By December 8	Peer Committee (PC) votes
By December 24	Candidate may respond in writing to the PC Report
By January 8	Chair or Head of the Program, Unit, Department and/or Discipline Chair Designate Writes Letter of Recommendation.
By January 15	Candidate may respond in writing to the Chair's letter
By January 25	College Executive Committee (CEC) votes
By February 1	Candidate may respond in Writing to the CEC letter
By February 8	Dean writes Letter of Recommendation and dossier is submitted to the Office of the EVP/University Provost.
By February 15	Candidate may respond in Writing to the Dean's Letter
By March 8	University Faculty Personnel Committee (UFPC) votes
By March 15	Candidate may respond in writing to the UFPC's Report and ask for Reconsideration of the Findings
By March 24	UFPC reconvenes if a request for reconsideration from the candidate is received

By March 31	EVP/University Provost makes recommendation to President
By April 14	EVP/University Provost informs candidates of Tenure or Promotion decision
	The EVP/University Provost writes a letter to the candidate informing him/her of the decision.

For Tenured Associate Professors Standing for Promotion to Full Professor

By April 1	Meeting with the Dean and candidate
By May 1	Confidential External Reviewers selected
By June 30	Contact External Reviewers
By August 1	Submission of preliminary dossier (Department Chair, Head or Dean)
By August 15	Preliminary dossier sent to External Reviewers
By October 15	Peer Committee (PC) selected
By November 15	External Review letters due
By November 15	Candidate dossiers due (Dean's Office)
By December 8	Peer Committee (PC) votes
By December 24	Candidate may respond in writing to the Peer Committee report
By January 8	Chair or Head of the Program, Unit, Department and/or Discipline writes Letter of Recommendation
By January 15	Candidate may respond in writing to the Chair or Head of the Program, Unit, Department and/or Discipline letter
By January 25	College Executive Committee (CEC) votes
By February 1	Candidate may respond in writing to the CEC letter.
By February 8	Dean writes Letter of Recommendation and dossier is submitted to the Office of the EVP/University Provost.
By February 15	Candidate may respond in writing to the Dean's letter
By March 8	University Faculty Personnel Committee (UFPC) Votes
By March 15	Candidate may respond in Writing to the UFPC's Report and appeal the findings
By March 24	final vote University Faculty Personnel Committee reconvenes if an Appeal from the Candidate is received
By March 31	EVP/University Provost Makes Recommendation to President
By April 14	EVP/University Provost Informs Candidates of Reappointment Decision
	The EVP/University Provost writes a letter to the candidate informing him/her of that decision.