

2024-2025 Schedule of Reviews

Promotion and/or Tenure Reviews for Full-Time Tenure-Track Faculty and Promotion Reviews for Full-Time Non-Tenure-Track Faculty (This schedule of review applies to all teaching faculty, college-level administrators, and university-level administrators.)	
May 7	Candidate submits materials and external letter writer names to digital portfolio workflow if applicable
May	Chair requests external letters if applicable
July 1	External Letters Due
August 1	Department Chair advances external letters
August 16	Candidate submits portfolio to digital portfolio workflow
August 17 – September 6 10 calendar days**	Department P&T Committee Review Faculty Response Letter
September 17 – October 4 10 calendar days**	Department Chair Review Faculty Response Letter
October 15 – November 1 10 calendar days**	College Dean Review Faculty Response Letter
November 12 – November 27 10 calendar days**	College Committee Review (portfolios with any negative reviews) Faculty Response Letter
November 12 – January 17	Provost Review (portfolios <u>without</u> any negative reviews or <u>no</u> requests for additional review) and Referral to College Committees as Needed
December 9 – December 20 10 calendar days**	College Committee Review as needed based on Provost's Requests Faculty Response Letter
January 17 10 calendar days**	Provost Recommendations Faculty Response Letter
January 28 – February 17	President Review
February 17	President Decisions

Promotion and/or Tenure Reviews for Full-Time Tenure-Track Faculty and Promotion Reviews for Full-Time Non-Tenure-Track Faculty (This schedule of review applies to all department chairs/school directors.)

May 7	Candidate submits materials and external letter writer names to digital portfolio workflow if applicable
May	Chair of Committee of Department Chairs/School Directors requests external letters if applicable
July 1	External Letters Due
August 1	Department Chair advances external letters
August 16	Candidate submits portfolio to digital portfolio workflow
August 17 – September 6 10 calendar days**	Department P&T Committee Review Faculty Response Letter
September 17 – October 4 10 calendar days**	Committee of Department Chairs/School Directors Review Faculty Response Letter
October 15 – November 1 10 calendar days**	College Dean Review Faculty Response Letter
November 12 – November 27 10 calendar days**	College Committee Review (portfolios with any negative reviews) Faculty Response Letter
November 12 – January 17	Provost Review (portfolios <u>without</u> any negative reviews or <u>no</u> requests for additional review) and Referral to College Committees as Needed
December 9 – December 20 10 calendar days**	College Committee Review as needed based on Provost’s Requests Faculty Response Letter
January 17 10 calendar days**	Provost Recommendations Faculty Response Letter
January 28 – February 17	President Review
February 17	President Decisions

Post-Tenure Reviews for Full-Time Tenured Faculty (This schedule of review applies to all tenured faculty not serving on a faculty ranked administrator contract.)	
August 16	Candidate submits portfolio to digital portfolio workflow
August 17-September 6 10 calendar days**	Department Chair Review Faculty Response Letter
September 17-October 4 10 calendar days**	College Committee Review Faculty Response Letter
November 2-November 20 10 calendar days**	College Dean Review Faculty Response Letter

Pre-Tenure Reviews for Full-Time Tenure-Track Faculty	
November 12	Candidate submits portfolio to digital portfolio workflow
November 12 – December 3 10 calendar days**	Department P&T Committee Review Faculty Response Letter
December 14 – January 11 10 calendar days**	Department Chair Review Faculty Response Letter
January 22 –February 12 10 calendar days**	College Dean Review Faculty Response Letter

***Note:** All submissions and transactions should be submitted by before 5:00 p.m. on the required due date in the electronic system to have access to technical support. While any transactions submitted by 11:59 p.m. on the due date will be deemed timely, no technical support will be available after 5:00 p.m. on the due date.

****Note:** Within 10 calendar days from the date of Advance of each review recommendation, the faculty member has the right to respond to the committee's or administrator's recommendation and justifications by submitting a letter written by the faculty member to the reviewing committee or administrator for the information of the next level of review. The faculty member will place the response letter into the digital portfolio workflow. The response letter should address the interpretation of the information in the portfolio, but it should not include new evidence to be considered in the review process. The reviewer (committee or administrator) does not respond to this letter.