



## 2024-2025 Timetable of Procedures for Tenure and Promotion<sup>^</sup>

The timetable outlined below has been approved by the Faculty Council and applies to the University tenure and promotion deadlines. There is no exception granted to an individual to extend deadlines.

### December 2023

Wednesday, December 13: Information session on tenure and/or promotion (TAP) from 3:00 to 5:00 p.m., via Zoom. Email the Interfolio email address for more information.

### February 2024

By Tuesday, February 6, EOB: Candidate emails their Department Chair, cc'ing their Dean and the Interfolio email address:

- Letter of Intent (use template above)

- List of a minimum of 10 external evaluators and their bio-sketches (In the Letter of Intent)

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NOTE: If a candidate whose Tenure Review date is 2024-2025 decides to request a Tenure Clock Stoppage, this request needs to be approved by February 5, 2024 (using template above).

By Tuesday, February 13: Faculty Center holds a session on tutorial/instruction of dossier development and Interfolio by Zoom.

By Tuesday, February 20

### March 2024

By Tuesday, March 12, EOB: Department Chair provides feedback to the candidate on draft dossier.

By Tuesday, March 19, EOB: Department TAP Committees and Department Chairs





By Tuesday, September 17, EOB: Department TAP Committee Chair submits evaluations, using the appropriate form, to the Interfolio email address.

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By Tuesday, September 24, EOB: Department Chairs submit an independent evaluation, using the appropriate form, to the Interfolio email address.

#### October 2024

By Tuesday, October 1, EOB: Faculty Center shares copies of the Department TAP form (which includes the committee vote and the Yes/No recommendation) and Department Chair forms with candidate.

By Tuesday, October 1, EOB: College/School TAP Committees and Deans receive access to candidates' dossiers in and begin their review.

December 6, 1:00 to 3:00pm: Organizational meeting of Council of Promotion and Tenure (CDFPT) is held. At this meeting, the Chair, the campus-based liaisons to CDFPT-Appeals are elected. The date of CDFPT (and 7) is shared with the CDFPT Committee.

Monday, December 10, EOB: Deadline for candidate to self-nominate and submit application.

Monday, December 17, EOB: CDFPT receives access to candidates' dossiers and resumes.

### 2025

Monday and Tuesday, January 6 and 7: CDFPT meets to deliberate and vote.

Monday, January 28, EOB: The Secretary of CDFPT submits evaluations, using the evaluation form, and the summary report of the deliberations (including the Council's votes) to the Faculty Center. Note: The CDFPT committee members do not share anything with the Provost's Office. All CDFPT committee deliberations are kept confidential. All notes must be submitted after each CDFPT member writes their assigned candidate report and sends it to the Secretary after the meeting. The Faculty Center notifies the Provost's Office.

Monday Thursday, January 30: The Provost's Office sends notification to each candidate recommended for TAP by CDFPT, cc'ing Dean, Department Chair, and Location Faculty Councils. The Provost's Office sends notification to each candidate not recommended for TAP by CDFPT, cc'ing Dean.

### 2025

Location Council Meetings: Location Faculty Councils vote on the CDFPT





2025

