Tenure and Promotion Academic Year 2023-2024
Fall Cycle

Ref: **Tenure and Promotion Information** or the **Office of the Provost**

Green denotes	**Dean's Office action**
Red denotes	**Department Chair/School Director action**
Black denotes	**Candidate / Faculty Committee action**

April 3, 2023 — **Unit tenure and promotion chairs should be chosen for the upcoming academic year.**

Department Chairs/School Directors notifies all eligible faculty in writing of option for tenure and promotion review.

Department Chairs/School Directors notify the dean of the name of the unit tenure and promotion chair.

April 17, 2023 — Faculty notify department chair/school director in writing whether or not they will seek tenure and promotion.

Compile names of potential outside referees for each candidate.

Dean sends names of Unit T&P Chairs to Provost and Faculty Senate Office.

April 25, 2023 — Tenure and promotion committee chair verifies that all faculty have been notified of eligibility for tenure and promotion.

April 25, 2023 — T & P Workshop

April 28, 2023 — **Department Chairs/School Directors send to the Dean a list of all faculty members who will be considered, the action sought, and if it is their penultimate year.**

May 3, 2023 — **Potential candidates for tenure and promotion will be advised in writing of the timetable for the submission and consideration of files and of the date of the unit meeting.**

May 5, 2023 — **Dean submit the names of all faculty members who will be considered by the unit and the action sought.**

May - August — Candidates should prepare files.

Contact outside referees to obtain agreements to review files.

External referees review files no later than August.

June 15, 2023 — Send relevant portions of file to outside referees. Include the applicable unit criteria. Please contact the Office of the Provost if you need a template for the letter sent to external reviewers. Please be sure that external reviewers comply with the requirements of the current edition of both the *Faculty Manual* and the *UCTP Guidelines for Units* Preparing Criteria and Files. Do not ask for strengths and weakness of the candidate.

Notify all faculty in writing of date of unit meeting including a reminder to complete preparation of files.

August 16, 2023	**Candidate submits file to the unit tenure and promotion committee chair, who adds external review letters.**
August 25, 2023	**Completed files, including external review letters, are submitted to the unit tenure and promotion committee for unit review.**
September 15, 2023	**Unit faculty must have voted by this date.**
	Files with ballot and vote justifications to department chair/school director.
	Candidates notified regarding positive or negative tenure, promotion and/or tenure and promotion decision of unit committee. Unit vote is not revealed.
	Unit tenure and promotion committee chair notifies unit faculty regarding candidates recommended for tenure and/or promotion. Faculty may write letters to the department chair/school director or dean to be included in the file.
September 25, 2023	**Faculty must notify unit tenure and promotion committee chair in writing if appealing a negative decision.**
	Unit tenure and promotion committee chair will immediately announce these appeals to unit faculty and invite letters from unit faculty regarding these cases.
	DEPARTMENT CHAIR WILL NOTIFY THE DEAN'S OFFICE (DEAN, ASSOCIATE DEAN, AND HR DIRECTOR) IMMEDIATELY IN WRITING.
October 2, 2023	**All files to Dean via Blackboard; supplemental materials delivered to Associate Dean.**
November 1, 2023	**All files to the Provost via Blackboard submission and supporting materials to the Faculty Senate Office.**

January - April	**Files to the University Committee on Tenure and Promotion.**
Mid-April	**Files to President.**
May	**Notification of president's recommendation to candidates. Recommendations to Academic Excellence and Student Experience Committee of the Board of Trustees for final action by the Board. Regular cycle files are approved at the June Board meeting with effective date of August 16, 2024.**

CRITERIA REQUIRED FOR SUBMISSION OF FILE

****HARD COPY PRIMARY FILES ARE NO LONGER REQUIRED****

For instructions on how to submit files electronically please reference the **Provost Office T&P Electronic File Submission Overview.**

The e-file must contain bookmarks (see the **CAS Document Library - T&P Bookmarks** for the template for bookmarks). Please do not use the auto feature as they will not place the bookmarks in the correct location. Please be sure that the file includes appropriate bookmarks; files without navigable bookmarks will be returned to the unit for revision. Upload only the candidate's primary file.

For the *Secondary Supplemental File*: place contents in a banker's box, labeling all four sides as well as the top with the candidate's name, unit, college, and academic year. If there is more than one box, label the boxes # of total # (1 of 3 boxes). The contents of the box should be clearly marked according to the Primary file. The boxes should be delivered to your Associate Dean office on or before **October 2, 2023**.