

Appendix III: Rank and Tenure Annual Timeline

Below is the annual timeline for the rank and tenure process. If any deadline falls on a weekend or a day the University is closed, the deadline moves to the earliest next weekday that the University is open.

September 22	Candidate's letter of intent to apply for tenure or promotion due to Provost/SVPAA (see Section 23.2)
September 30	Provost/SVPAA appoints Due Process Committee (see Section 25.3) Provost/SVPAA informs Eligible Voting Members if department chair is a candidate for promotion (see Section 23.1)
October 22	Deadline for designation of department Promotion/Tenure Delegate if candidate is the department chair (see Section 23.1) Deadline for submitting dossier and curriculum vitae to Eligible Voting Members, home Dean, and Provost/SVPAA (see Sections 23.0, 23.2) Deadline for submitting optional one set of supporting materials to department Promotion/Tenure Delegate (see Section 23.2)
November 1 – November 30	Departmental evaluation period of candidate(s) (see Section 23.4) Chairperson's evaluation period of candidate(s) (see Section 23.4)
December 1	Departmental summary report including votes due to Provost/SVPAA with copies to the candidate and the home Dean (see Section 23.4) Chairperson's evaluation report of candidate, if applicable, due to Provost/SVPAA with copies to the candidate and the home Dean (see Section 23.4) Individual recommendation of candidate due to Provost/SVPAA (see Section 23.6) Promotion/Tenure Delegate delivers the candidate's set of any supporting materials and dated addenda to the home Dean (see Section 23.3)
December 15	Dean's evaluation report of candidate due to Provost/SVPAA with a copy to the candidate (see Section 23.7) Home Dean delivers the candidate's set of any supporting materials and dated addenda to the Provost/SVPAA (see Section 23.7)

December 15 until Board on Rank and Tenure (BRT) hearing dates	BRT reviews candidate materials and evaluation file (see Appendix I)
10 days prior to first BRT deliberation	Candidate's evaluation file closes to submission of material except directly from the candidate (See Appendix I.A.2)
January 31	Provost's and BRT's recommendations due to the President (See Appendix II.C.4)

Note, an applicant has exactly 30 days from notification to appeal based on new evidence in writing to the BRT (see Section 25.0).