

Appendix III: Rank and Tenure Annual Timeline

Below is the annual timeline for the rank and tenure process as referenced in [Section 23](#). 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 as per [Section 32](#).

August 31	Deadline for promulgation of instructions for submission of and access to all materials to the University-provided system by the Provost/SVPAA
September 22	Deadline for submission of candidate's letter of intent to apply for tenure and/or promotion due to Provost/SVPAA (see Section 23.2)
September 30	Deadline for appointments to the Due Process Committee by the Provost/SVPAA (see Section 25.3) Deadline for notification to Eligible Voting Members if the department chair is a candidate for promotion by the Provost/SVPAA (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 submission of candidate's application: digital submission of dossier, curriculum vitae, and optional supporting materials to the University-provided system (see Sections 23.0, 23.2) and one set of optional physical supporting materials, if any, to the department Promotion/Tenure Delegate (see Section 23.2)
October 23	Eligible Voting Members granted access to candidate's application. Candidate's home dean and Provost/SVPAA granted access to the candidate's application, with the exception of any physical supporting materials
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)
November 30	Deadline for email submission of individual recommendations, if any, of candidate to the Provost/SVPAA (see Sections 23.4.A and 23.6) Deadline for email submission of recommendations, if any, from an academic dean other than the candidate's home dean to the Provost/SVPAA (see Section 23.7)
December 1	Deadline for submission of finalized departmental summary report, including votes and signatures, to the University-provided system (see Section 23.4) Deadline for providing a copy of the finalized departmental summary report, including votes and signatures, to the Eligible

	<p>Voting Members who participated in the meeting(s) to evaluate the candidate (see Section 23.4)</p> <p>Deadline for submission of Chairperson’s evaluation report of candidate, if applicable, to the University-provided system (see Section 23.4)</p> <p>Promotion/Tenure Delegate delivers the candidate’s set of physical supporting materials, if any, and dated addenda to the home dean (see Section 23.3)</p>
December 2	<p>Candidate and Provost/SVPAA granted access to departmental summary report, chairperson’s evaluation (if applicable), individual recommendations (if any), and recommendations (if any) from academic dean(s) other than the home dean.</p> <p>Home dean granted access to departmental summary report, chairperson’s evaluation (if applicable), and individual recommendations (if any)</p>
December 2-December 15	Home dean evaluation period
December 15	<p>Deadline for submission of home dean’s evaluation report of candidate to the University-provided system (see Section 23.7)</p> <p>Home dean delivers the candidate’s set of physical supporting materials, if any, and dated addenda to the Provost/SVPAA (see Section 23.7)</p>
December 16 until Board on Rank and Tenure (BRT) hearing dates	<p>Candidate granted access to the candidate’s home dean’s evaluation report.</p> <p>BRT granted access to all evaluation materials including a candidate’s application, departmental evaluation, dean evaluation, other evaluative documents, and the evaluation file (see Appendix I)</p>
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	<p>Deadline for BRT’s recommendation due to the President (See Appendix II.C.4)</p> <p>President granted access to all evaluation materials including a candidate’s application, departmental, dean, other evaluative documents, and the evaluation file.</p>

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