

## 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 <a href="#">Section 23.2</a> )
September 30	Deadline for appointments to the Due Process Committee by the Provost/SVPAA (see <a href="#">Section 25.3</a> )  Deadline for notification to Eligible Voting Members if the department chair is a candidate for promotion by the Provost/SVPAA (see <a href="#">Section 23.1</a> )
October 22	Deadline for designation of department Promotion/Tenure Delegate if candidate is the department chair (see <a href="#">Section 23.1</a> )  Deadline for submission of candidate's application: digital submission of dossier, curriculum vitae, and optional supporting materials to the University-provided system (see <a href="#">Sections 23.0, 23.2</a> ) and one set of optional physical supporting materials, if any, to the department Promotion/Tenure Delegate (see <a href="#">Section 23.2</a> )  Eligible Voting Members granted access to candidate's application.  Within one day of this submission deadline, the candidate's home dean and Provost/SVPAA are 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 <a href="#">Section 23.4</a> )  Chairperson's evaluation period of candidate(s) (see <a href="#">Section 23.4</a> )
November 30	Deadline for email submission of individual recommendations, if any, of candidate to the Provost/SVPAA (see <a href="#">Sections 23.4.A</a> and <a href="#">23.6</a> )  Deadline for email submission of recommendations, if any, from an academic dean other than the candidate's home dean to the Provost/SVPAA (see <a href="#">Section 23.7</a> )

<p>December 1</p>	<p>Deadline for submission of finalized departmental summary report, including votes and signatures, to the University-provided system (see <a href="#">Section 23.4</a>)</p> <p>Deadline for providing a copy of the finalized departmental summary report, including votes and signatures, to the Eligible Voting Members who participated in the meeting(s) to evaluate the candidate (see <a href="#">Section 23.4</a>)</p> <p>Deadline for submission of Chairperson’s evaluation report of candidate, if applicable, to the University-provided system (see <a href="#">Section 23.4</a>)</p> <p>Promotion/Tenure Delegate delivers the candidate’s set of physical supporting materials, if any, and dated addenda to the home dean (see <a href="#">Section 23.3</a>)</p> <p>Within of day of this submission deadline, the candidate and Provost/SVPAA are 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>Within one day of this submission deadline, the candidate’s dean is granted access to departmental summary report, chairperson’s evaluation (if applicable), and individual recommendations (if any)</p>
<p>December 2-December 15</p>	<p>Home dean evaluation period</p>
<p>December 15</p>	<p>Deadline for submission of home dean’s evaluation report of candidate to the University-provided system (see <a href="#">Section 23.7</a>)</p> <p>Home dean delivers the candidate’s set of physical supporting materials, if any, and dated addenda to the Provost/SVPAA (see <a href="#">Section 23.7</a>)</p> <p>Within one day of this submission deadline, the candidate is granted access to the candidate’s home dean’s evaluation report.</p> <p>Within one day of this submission deadline, BRT is granted access to all evaluation materials including a candidate’s application, departmental evaluation, dean evaluation, other evaluative documents, and the evaluation file (see <a href="#">Appendix I</a>)</p>
<p>10 days prior to first BRT deliberation</p>	<p>Candidate’s evaluation file closes to submission of material except directly from the candidate (See <a href="#">Appendix I.A.2</a>)</p>
<p>January 31</p>	<p>Deadline for BRT’s recommendation due to the President (See <a href="#">Appendix II.C.4</a>)</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](#)).