

TO: All Full-Time Faculty

FROM: Tracy M. Stewart, Ph.D.
Interim Provost/Senior Vice President for Academic Affairs

DATE: August 25, 2025

SUBJECT: Rank and Tenure Evaluation Process

If you intend to apply for promotion and/or tenure this year, please notify the Provost's Office in hard copy or electronically (preferably) by **September 22, 2025**. Please also indicate what you anticipate applying for (i.e., promotion to Assistant Professor, Associate Professor, Professor and/or Tenure).

I recommend that you review the material in your evaluation file. You can do this by calling the Provost's Office at extension x7520 to request an appointment to view your file in person.

Your dossier, curriculum vitae, and optional supporting materials are due by the deadline of **October 22, 2025**. Attached are instructions for submission of and access to all materials on the University-provided system (SharePoint). Please refer to the *Faculty Handbook*, Section 23 and Appendix III for additional information on the Rank and Tenure process & procedures.

A public meeting designed to inform faculty of the rank and tenure policies and procedures will be held on **Thursday, September 11, 2025 at 11:30 a.m. Loc: Provost's Conf Room**. If you are considering applying for promotion and/or tenure, I encourage you to attend the meeting.