TO: All Full-Time Faculty

FROM: WeiDong Zhu, Ph.D.
Provost/Senior Vice President for Academic Affairs

DATE: August 31, 2026

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, 2026**. Please also indicate what you anticipate applying for (i.e., promotion to Assistant Professor, Associate Professor, Professor and/or Tenure).

Your dossier, curriculum vitae, and optional supporting materials are due by the deadline of **October 22, 2026**. 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 **Monday, September 14, 2026, at 1:00 p.m. Loc: Provost's Conf Room.** If you are considering applying for promotion and/or tenure, I encourage you to attend the meeting.