

TENURE AND PROMOTION ACTIVITY SCHEDULE

Fall 2024

Office of the Provost
(This schedule is subject to change or modification as necessary)

DEADLINE	ACTION
Before the end of Spring semester and no later than (NLT) July 1 st	Department Chairs should notify faculty members who wish to be considered for promotion or those in their sixth year of probationary tenure-track status to begin preparing their portfolio.
NLT August 26	Department Chair and Dean conduct elections of college & departmental tenure & promotion committees.
NLT September 23	Candidates for tenure and/or promotion submit completed portfolios to Watermark.
NLT September 24	Watermark opens for Department Tenure & Promotion Committee review.
NLT October 10	Chair of the Department Tenure & Promotion Committee posts recommendations to Watermark and provides a copy of the recommendation to the faculty member directly.
NLT October 11	Watermark opens for Department Chair review.
NLT October 18	The Department Chair posts recommendations to Watermark and provides a copy of the recommendation to the faculty member directly.
NLT October 21	Watermark opens for College Tenure & Promotion Committee review.
NLT October 31	Chair of the College Tenure & Promotion Committee posts recommendations to Watermark and provides a copy of the recommendation to the faculty member directly.
NLT November 1	Watermark opens for College Dean reviews.
NLT November 15	The College Dean posts recommendations to Watermark and provides a copy of recommendations to the faculty member directly.
NLT November 18	Watermark opens for Provost review.
NLT December 2	Provost posts recommendations to Watermark and provides a copy of the recommendation to faculty members.
NLT December 3	Watermark opens for President review.
NLT January 6, 2025	President posts a recommendation to Watermark and provides a copy of the recommendation to faculty members.
NLT Mid February	Academic Affairs will submit a request for tenure to the Board of Regents for the May meeting.

PROMOTION TO FULL PROFESSOR APPEALS SCHEDULE

DEADLINE	ACTION
NLT December 9	Faculty who wish to appeal for promotion to full professor recommendation must submit a letter of appeal to the Provost.
NLT December 10	Provost forwards appeal promotion to full portfolios and recommendations to the University Appeals Committee, if applicable.
NLT December 20	University Appeals Committee forwards appealed promotion to full portfolios and recommendations to the President, if applicable.
NLT January 6, 2025	President posts the decision to Watermark and provides a copy of the decision to faculty members.

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR APPEALS SCHEDULE

DEADLINE	ACTION
NLT January 9	Faculty who wish to appeal tenure/promotion decision must submit a letter of appeal to the Provost.
NLT January 10, 2025	Provost forwards appealed tenure/promotion E-Portfolios and recommendations to the Faculty Appeals Advisory Committee, if applicable.
NLT January 27	Faculty Appeals Advisory Committee forwards appealed tenure/promotion documents and decisions to the Provost, if applicable.
NLT January 28	Faculty Appeals Hearing Committee and appealed tenure/promotion faculty members are notified of the appeal hearing, if applicable.
NLT February 25	Appealed tenure/promotion faculty members submit evidentiary documents to the Faculty Appeal Hearing Committee, if applicable.
NLT March 28	Faculty Appeals Hearing Committee will conduct a hearing of appealed tenure/promotion faculty member, if applicable.
NLT April 4	Faculty Appeals Hearing Committee forwards appealed tenure/promotion documents and recommendations to the President, if applicable.
NLT April 14	President posts the decision to Watermark and provides a copy of the decision to the faculty member.
NLT End of May	For approved appeals, Academic Affairs will submit a request for tenure to the Board of Regents for the August meeting.