**Promotion/Tenure Timeline**

# Spring Cycle - Tenure Actions ONLY

The spring cycle includes only tenure requests for faculty members whose tenure dates are December, January, February, March or April

 September Tenure candidates are notified by Office of Faculty Affairs about review

 November Extramural letters are solicited by chair

 Jan – March

* + - Interfolio case created
		- Materials gathered
		- Departmental committee reviews tenure materials

 April Department chair makes recommendation

 April Promotion/Tenure candidate does final review of the action

 May 1 Interolio case due to School of Medicine Office of Faculty Affairs

 May – June PAT Committee reviews, chair is informed of recommendation

 June – July Associate Dean for Faculty Affairs reviews and makes recommendation

 June – July Dean reviews and signs

 June – July Executive Vice President for Health Affairs reviews and signs

 September 1 Due to Provost’s Office

 September – Oct Vice Provost for Faculty Affairs and Provost review

 October Provost’s recommendation sent to Board of Trustees Personnel Committee November Board of Trustees approves

 January 1 Promotions effective

 Tenure Effective about one year later based on tenure date

# Fall Cycle - Tenure and/or Promotion

The fall cycle includes tenure requests for faculty members whose tenure dates are May, June, July, August, September, October or November. The fall cycle also includes all promotions only for tenured, term and part-time faculty.

 January Promotion and/or tenure candidates are notified by Office of Faculty Affairs

 February Extramural letters are solicited by chair

 April – May

* + - Interfolio case created
		- Materials gathered
		- Departmental committee reviews promotion/tenure materials

 June Department chair makes recommendation

 July Promotion candidate does final review of the action

 August 1 Interolio case due to School of Medicine Office of Faculty Affairs

 Aug – Nov. PAT Committee reviews, chair is informed of recommendation

 Sept – Dec Associate Dean for Faculty Affairs reviews and makes recommendation

 Sept – Dec Dean reviews and signs

 Sept – Dec Executive Vice President for Health Affairs reviews and signs

 January 15 Due to Provost’s Office

 Feb – March Vice Provost for Faculty Affairs and Provost review

 March Provost’s recommendation sent to Board of Trustees Personnel Committee

 April Board of Trustees approves

 July 1 Promotions effective

 Tenure Effective about one year later based on tenure date