**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