

PROMOTION AND TENURE TIMELINE AY 2025-2026

Applies to tenure-line and academic general faculty (AGF)

Spring 2025:

Faculty who wish to be considered for promotion/tenure should present draft dossiers to the department/center by May 1, 2025. Department and Center Promotion and Tenure Committees will then meet to consider these faculty. The committee will identify the set of faculty who they intend to vote for case presentation to the school in the fall. To be included in this list are faculty at the associate professor or senior lecturer levels who request departmental or case presentation according to the school's tenure-line and AGF policies.

The department or center will work with the faculty on this list to identify external letter writers for the dossier.

The department or center must request external letters no later than Monday June 2, 2025.

Summer 2025

External letters are received.

The department or center should receive all required external letters no later than Monday September 1, 2025. Letters may continue to be requested/received prior to the October case presentation date if enough letters have not been received by September 1.

Fall 2025

Department and Center P&T Committees meet and review all of dossier materials from each candidate and (a) prepare the departmental analysis for the dossier, and (b) vote to indicate support for promotion and/or tenure (in favor, opposed, abstain, absent).

The department or center will submit complete dossiers for all cases presented to the school by Wednesday October 15, 2025

Departments and Centers will have a chance to submit NEW factual updates to dossiers ONLY for honorific awards, awarding of a grant, newly accepted publications, and outside letters of reference that have arrived late.

The department or center will submit factual updates for all cases presented to the school by Monday November 10, 2025

Winter 2026

Once the School of Engineering & Applied Science P&T Committee has concluded its review of all candidates, all candidates and their department chair/center director will receive a redacted copy of the Committee's review. The candidate may submit a response identifying any factual errors to the School of Engineering & Applied Science P&T Committee. This response may not introduce new factual material since the November 10, 2025 deadline nor may it address/rebut any analysis in the review.

Redacted committee reviews provided to candidates and departments/centers by January 5, 2026. Candidate responses are due by January 14, 2026.

The dean delivers recommendations on promotion and tenure to the provost on February 1, 2025. Each candidate is informed about the dean's recommendation within three days of the submission to the Provost's Office.

Tenure-eligible Faculty Reappointment Timeline

Fall 2025

Department P&T Committees meet and review all dossier materials from reappointment candidates and (a) prepare the departmental analysis for the dossier, and (b) vote to indicate support for reappointment (in favor, opposed, abstain, absent).

The department or center will submit complete dossiers for all cases presented to the school by Wednesday October 15, 2025

Winter 2026

Once the School of Engineering & Applied Science Reappointment Committee has concluded its review of all candidates, the dean will review the committee's recommendation and also the candidate dossier to make a final reappointment decision.

The dean delivers recommendations on promotion and tenure to the provost on February 1, 2025. Each candidate is informed about the dean's recommendation within three days of the submission to the Provost's Office.

March 1: The dean's final recommendations will be communicated to the chairs. Departments are responsible for writing and delivering reappointment letters.

Academic General Faculty Reappointment Timeline

Fall 2025

Department and Center Administrators should run the Academic Appointment Information report from Workday to determine any Academic General Faculty who have an appointment expiring in the next calendar year.

Spring 2026

Peer Review Committees are asked to prioritize their review of annual reports for AGF who are due for reappointment. PRC assessments for those faculty are due to the department chair or center director by March 16, 2026.

Based on prior annual reports (three years, whenever possible) the department chair or center director makes a determination regarding the reappointment of the AGF Member. (See policy ENG-FAC-005, Appointment, Reappointment, and Promotion of Academic General Faculty for more detail.)

By April 1, 2026, the department or center submits a list of all AGF eligible for reappointment and their recommendation or non-recommendation for reappointment to the Associate Dean for Faculty Affairs.

By April 15, 2026, the Associate Dean for Faculty Affairs will approve reappointments on behalf of the dean and give departments approval to process reappointment letters.