

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

Middle of September: While reviewing promotion and tenure dossiers, departmental Promotion and Tenure Committees must also review and vote on all faculty who are due for reappointment. The department will submit the names of all faculty who were reviewed and the detailed vote of the department committee (in favor, opposed, abstain, absent).

Early November through Mid-January: The Reappointment Committee reviews all faculty who are eligible for reappointment.

February 1: The Reappointment Committee will deliver their final recommendations to the Promotion and Tenure Committee no later than February 1. The Promotion and Tenure Committee will review the Reappointment Committee's recommendations to ensure consistency with the School's philosophy around tenure and that any feedback given to the faculty member is consistent with a trajectory to achieve tenure.

Mid-February: The Promotion and Tenure Committee's final review of the Reappointment Committee's recommendations and feedback delivered.

March 1: The Promotion and Tenure Committee's review of the Reappointment Committee's recommendations should conclude no later than March 1, with their final recommendation delivered to the dean by March 1.

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

Academic General Faculty Reappointment Timeline

Early November: Department 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.

Mid-March: 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 in mid-March.

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

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

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