



## Calendar for External Reviews of Candidates for Promotion to Full Professor Consideration in Spring 2025

### Promotions effective August \*\*, 2025

| Deadline                             | Person(s) Responsible for completing Action Item. | Action Item  |
|--------------------------------------|---|--|
| <b>Tuesday, April 15, 2025</b>       | College P&B                                       | Consideration by College P&B for Promotion to Full Professor candidates. The College P&B reviews the complete record of all candidates through Interfolio.   |
| <b>Monday, June 3, 2024</b>          | Eligible Faculty                                  | By this date, all eligible Associate Professors must notify the Chair, and Dean whether they wish to be considered for promotion.  |
| <b>Wednesday, August 21, 2024</b>    | Dept. Chair                                       | The Chair will compile initial list of names (including rank, complete mailing addresses, e-mail addresses, etc.) of external reviewers, distinct from the names submitted by the candidate and send to the Dean for review and approval.  |
| <b>Wednesday, August 38, 2024</b>    | Dean  | Approves and sends copy of the list to the Chair.  |
| <b>Wednesday, September 11, 2024</b> | Dean  | Sends letters to reviewers for response by <b>Thursday, September 19, 2024</b> . External reviewers are solicited through Interfolio.<br><br>It is strongly recommended that the actual letters of solicitation be used. Please see <i>Revision of Early Tenure &amp; Promotion Letters of Invitation</i> and <i>Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration |
| <b>Friday, September 27, 2024</b>    | Dean  | The Dean will send notice of reviewers' responses to the Chair.  |
| <b>Friday, October 4, 2024</b>       | Eligible Faculty                                  | If a candidate's file contains fewer than four letters, and new letters can be solicited, then the candidate can send an amended list of reviewer's names and credentials to Chair. ( <i>Action only occurs if candidate does not have sufficient reviewers</i> ).   |
| <b>Wednesday, October 9, 2024</b>    | Dept. Chair                                       | Sends amended list of reviewer's names and credentials to Dean. ( <i>Action only occurs if candidate does not have sufficient reviewers</i> ).   |
| <b>Friday, October 11, 2024</b>      | Dean  | Sends notice to Chair of final panel.  |
| <b>Friday, October 18, 2024</b>      | Dean  | Sends materials to reviewers for response by <b>Friday, January 3, 2025</b> . Candidates review packets are sent to external reviewers through Interfolio.   |
| <b>Wednesday, January 15, 2025</b>   | Dean  | Dean receives letters via Interfolio and notifies the Chair of letters received.   |

All dates listed above are final deadlines for the process.

## Calendar for External Reviews of Candidates for Tenure (includes Early Tenure) and Promotion to Associate Professor Consideration in Fall 2025

### Promotions to Associate Professor effective August \*\*, 2026;

### Tenure & Early Tenure effective September 1, 2026

| Deadline                            | Person(s) Responsible for completing Action Item. | Action Item  |
|-------------------------------------|---|--|
| <b>Tuesday, October 15, 2024</b>    | College P&B                                       | Consideration by College P&B for candidates in the 6 <sup>th</sup> year (if on tenure-track). The College P&B reviews the complete record of all candidates through Interfolio.  |
| <b>Tuesday, November 19, 2024</b>   | Eligible Faculty                                  | Candidate will submit list of names of external reviewers to the Chair.  |
| <b>Wednesday, November 27, 2024</b> | Dept. Chair                                       | The Chair will compile initial list of names (including rank, complete mailing addresses, e-mail addresses, etc.) of external reviewers, distinct from the names submitted by the candidate and send to the Dean for review and approval.  |
| <b>Wednesday, December 4, 2024</b>  | Dean  | Approves and sends copy of the list to the Chair.  |
| <b>Tuesday, December 17, 2024</b>   | Dean  | Sends letters to reviewers for response by <b>Wednesday, January 8, 2025</b> . External reviewers are solicited through Interfolio.<br><br>It is strongly recommended that the actual letters of solicitation be used. Please see <i>Revision of Early Tenure &amp; Promotion Letters of Invitation</i> and <i>Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration |
| <b>Wednesday, January 15, 2025</b>  | Dean  | The Dean will send notice of reviewers' responses to the Chair.  |
| <b>Friday, January 24, 2025</b>     | Eligible Faculty                                  | If a candidate's file contains fewer than four letters, and new letters can be solicited, then the candidate can send an amended list of reviewer's names and credentials to Chair. ( <i>Action only occurs if candidate does not have sufficient reviewers</i> ).   |
| <b>Friday, January 31, 2025</b>     | Dept. Chair                                       | Sends amended list of reviewer's names and credentials to Dean. ( <i>Action only occurs if candidate does not have sufficient reviewers</i> ).   |
| <b>Thursday, February 6, 2025</b>   | Dean  | Sends notice to Chair of final panel.  |
| <b>Monday, February 24, 2025</b>    | Dean  | Sends materials to reviewers for response by <b>Thursday, April 17, 2025</b> .   |
| <b>Friday, May 9, 2025</b>          | Dean  | Dean receives letters via Interfolio and notifies the Chair of letters received.   |

All dates listed above are final deadlines for the process.