



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
Tuesday, April 15, 2025	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.
Monday, June 3, 2024	Eligible Faculty	By this date, all eligible Associate Professors must notify the Chair, and Dean whether they wish to be considered for promotion.
Wednesday, August 21, 2024	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.
Wednesday, August 28, 2024	Dean	Approves and sends copy of the list to the Chair.
Wednesday, September 11, 2024	Dean	Sends letters to reviewers for response by Thursday, September 19, 2024 . External reviewers are solicited through Interfolio. It is strongly recommended that the actual letters of solicitation be used. Please see <i>Revision of Early Tenure & Promotion Letters of Invitation</i> and <i>Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration
Friday, September 27, 2024	Dean	The Dean will send notice of reviewers' responses to the Chair.
Friday, October 4, 2024	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>).
Wednesday, October 9, 2024	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>).
Friday, October 11, 2024	Dean	Sends notice to Chair of final panel.
Friday, October 18, 2024	Dean	Sends materials to reviewers for response by Friday, January 3, 2025 . Candidates review packets are sent to external reviewers through Interfolio.
Wednesday, January 15, 2025	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
Tuesday, October 15, 2024	College P&B	Consideration by College P&B for candidates in the 6 th year (if on tenure-track). The College P&B reviews the complete record of all candidates through Interfolio.
Tuesday, November 19, 2024	Eligible Faculty	Candidate will submit list of names of external reviewers to the Chair.
Wednesday, November 27, 2024	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.
Wednesday, December 4, 2024	Dean	Approves and sends copy of the list to the Chair.
Tuesday, December 17, 2024	Dean	Sends letters to reviewers for response by Wednesday, January 8, 2025 . External reviewers are solicited through Interfolio. It is strongly recommended that the actual letters of solicitation be used. Please see <i>Revision of Early Tenure & Promotion Letters of Invitation</i> and <i>Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration
Wednesday, January 15, 2025	Dean	The Dean will send notice of reviewers' responses to the Chair.
Friday, January 24, 2025	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>).
Friday, January 31, 2025	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>).
Thursday, February 6, 2025	Dean	Sends notice to Chair of final panel.
Monday, February 24, 2025	Dean	Sends materials to reviewers for response by Thursday, April 17, 2025 .
Friday, May 9, 2025	Dean	Dean receives letters via Interfolio and notifies the Chair of letters received.

All dates listed above are final deadlines for the process.