# 2024-2025 Schedule of Reviews

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| **Promotion and/or Tenure Reviews for Full-Time Tenure-Track Faculty and Promotion Reviews for Full-Time Non-Tenure-Track Faculty (This schedule of review applies to all teaching faculty, college-level administrators, and university-level administrators.)** | |
| May 6 | Candidate submits materials and external letter writer names to digital portfolio workflow if applicable |
| May | Chair requests external letters if applicable |
| July 1 | External Letters Due |
| August 1 | Department Chair advances external letters |
| August 16 | Candidate submits portfolio to digital portfolio workflow |
| August 17 – September 6 | Department P&T Committee Review |
| 10 calendar days** | Faculty Response Letter |
| September 17 – October 4 | Department Chair Review |
| 10 calendar days** | Faculty Response Letter |
| October 15 – November 1 | College Dean Review |
| 10 calendar days** | Faculty Response Letter |
| November 12 – November 27 | College Committee Review (portfolios with any negative reviews) |
| 10 calendar days** | Faculty Response Letter |
| November 12 – January 17 | Provost Review (portfolios with<u>out</u> any negative reviews or <u>no</u> requests for additional review) and Referral to College Committees as Needed |
| December 9 – December 20 | College Committee Review as needed based on Provost's Requests |
| 10 calendar days** | Faculty Response Letter |
| January 17 | Provost Recommendations |
| 10 calendar days** | Faculty Response Letter |
| January 28 – February 17 | President Review |
| February 17 | President Decisions |

| | Promotion and/or Tenure Reviews for Full-Time Tenure-Track Faculty and Promotion Reviews for Full-Time Non-Tenure-Track Faculty (This schedule of review applies to all department chairs/school directors.) |
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| May 6 | Candidate submits materials and external letter writer names to digital portfolio workflow if applicable |
| May | Chair of Committee of Department Chairs/School Directors requests external letters if applicable |
| July 1 | External Letters Due |
| August 1 | Department Chair advances external letters |
| August 16 | Candidate submits portfolio to digital portfolio workflow |
| August 17 – September 6 | Department P&T Committee Review |
| 10 calendar days** | Faculty Response Letter |
| September 17 – October 4 | Committee of Department Chairs/School Directors Review |
| 10 calendar days** | Faculty Response Letter |
| October 15 – November 1 | College Dean Review |
| 10 calendar days** | Faculty Response Letter |
| November 12 – November 27 | College Committee Review (portfolios with any negative reviews) |
| 10 calendar days** | Faculty Response Letter |
| November 12 – January 17 | Provost Review (portfolios without any negative reviews or no requests for additional review) and Referral to College Committees as Needed |
| December 9 – December 20 | College Committee Review as needed based on Provost's Requests |
| 10 calendar days** | Faculty Response Letter |
| January 17 | Provost Recommendations |
| 10 calendar days** | Faculty Response Letter |
| January 28 – February 17 | President Review |
| February 17 | President Decisions |

| | Post-Tenure Reviews for Full-Time Tenured Faculty **(This schedule of review applies to all tenured faculty not serving on a faculty ranked administrator contract.)** |
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| August 16 | Candidate submits portfolio to digital portfolio workflow |
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| August 17-September 6 | Department Chair Review |
| 10 calendar days** | Faculty Response Letter |
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| September 17-October 4 | College Committee Review |
| 10 calendar days** | Faculty Response Letter |
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| November 2-November 20 | College Dean Review |
| 10 calendar days** | Faculty Response Letter |
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| | Pre-Tenure Reviews for Full-Time Tenure-Track Faculty |
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| November 12 | Candidate submits portfolio to digital portfolio workflow |
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| November 12 – December 3 | Department P&T Committee Review |
| 10 calendar days** | Faculty Response Letter |
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| December 14 – January 11 | Department Chair Review |
| 10 calendar days** | Faculty Response Letter |
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| January 22 –February 12 | College Dean Review |
| 10 calendar days** | Faculty Response Letter |
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**\*Note:** All submissions and transactions should be submitted by before 5:00 p.m. on the required due date in the electronic system to have access to technical support. While any transactions submitted by 11:59 p.m. on the due date will be deemed timely, no technical support will be available after 5:00 p.m. on the due date.

**\*\*Note:** Within 10 calendar days from the date of Advance of each review recommendation, the faculty member has the right to respond to the committee's or administrator's recommendation and justifications by submitting a letter written by the faculty member to the reviewing committee or administrator for the information of the next level of review. The faculty member will place the response letter into the digital portfolio workflow. The response letter should address the interpretation of the information in the portfolio, but it should not include new evidence to be considered in the review process. The reviewer (committee or administrator) does not respond to this letter.