2024-2025 REAPPOINTMENT, PROMOTION AND TENURE CALENDARS

FIRST REAPPOINTMENT SCHEDULE
(RPT1)

DATE	ACTION TO BE TAKEN
May 2024	Department Chair notifies the faculty member, in writing, that a first reappointment review will be conducted and distributes the department's standards, which should be uploaded to the portal.
August 12, 2024	**Deadline for applicant to upload their portfolio to the electronic portal. Applicants will no longer have access to the electronic portal after this date.**
August 13 – 30, 2024	Department RPT Committee reviews the portfolios and writes a recommendation. Though addressed to the Dean, the file is uploaded to the portal and a copy is sent only to the applicant at this time.
September 2-6, 2024	Applicant may respond in writing to any unresolved differences regarding department's evaluation. Response must be sent to the Dean and becomes a part of the reappointment portfolio. The Dean should upload it to the portal immediately, unless it has already been uploaded by the Department Chair.
September 9-20, 2024	Dean convenes the College RPT Committee and charges the committee to review portfolios and write recommendations. The College Promotion and Tenure Committee forwards its recommendation to Dean; and uploads the recommendation to the portal.
September 23-27, 2024	Dean reviews portfolios and writes recommendation. Though addressed to Provost, copies are sent only to the applicant, and College RPT Committee Chair; and uploaded to the portal.
September 30 – October 18, 2024	University RPT Committee reviews portfolios and writes recommendations to Provost; and uploads to the portal.
November 4, 2024	Provost responds to the Dean and Applicant, in writing, with decision regarding reappointment.

2024-2025 REAPPOINTMENT, PROMOTION AND TENURE CALENDARS

SECOND REAPPOINTMENT SCHEDULE
(RPT2)

DATE	ACTION TO BE TAKEN
May 2024	Department Chair notifies faculty member, in writing, that a second reappointment review will be conducted and distributes the department's standards.
January 6, 2025	**Deadline for applicant to upload their portfolio to the electronic portal. Applicants will no longer have access to the electronic portal after this date.**
January 10 – 24, 2025	Department RPT committee reviews the portfolio and writes a recommendation. Though addressed to the Dean, copy is sent only to the applicant at this time and uploaded to the electronic portal.
January 28-31, 2025	Applicant may respond in writing to any unresolved differences regarding the department's evaluation. Response must be sent to the Dean and becomes a part of the reappointment portfolio. Dean uploads the response to the portal.
February 3, 2025	Department's recommendation is forwarded to the Dean.
February 4–18, 2025	Dean convenes College RPT committee; College RPT committee reviews portfolio and writes recommendation; committee forwards recommendation to Dean and uploads recommendation to portal.
February 19 – March 4, 2025	Dean reviews portfolio and writes recommendation. Though addressed to Provost, copies are only sent to the applicant and College RPT committee chair and uploaded to the electronic portal.
March 5-31, 2025	University RPT committee reviews portfolio and writes recommendation to Provost and uploads to electronic portal.
April 1 – 21, 2025	Provost responds to Dean and Applicant, in writing, with decision regarding reappointment.

2024-2025 REAPPOINTMENT, PROMOTION AND TENURE CALENDARS

PROMOTION AND TENURE SCHEDULE
(Assistant to Associate; Associate to Full; Tenure Only)

DATE	ACTION TO BE TAKEN
May 2024	Department Chair notifies faculty member, in writing, that a second reappointment review will be conducted and distributes the department's standards.
August 16, 2024	Deadline for faculty to notify their Dean of intent to apply for full professor or early tenure.
August 30, 2024	**Deadline for applicant to upload their portfolio to the electronic portal. Applicants will no longer have access to the electronic portal after this date.**
September 6-20, 2024	Department RPT committee reviews portfolio and writes recommendation. Though addressed to the Dean, copy is sent only to applicant at this time and uploaded to portal.
September 26 – October 3, 2024	Applicant may respond in writing to any unresolved differences regarding department evaluation. Response must be sent to Dean and becomes a part of the promotion portfolio.
October 4 – 19, 2024	Dean convenes College RPT committee; College RPT committee reviews portfolio and writes recommendation; College RPT committee forwards portfolio to Dean and uploads recommendation to portal. Copy is sent to the applicant.
October 16 – 31, 2024	Dean reviews portfolio and writes initial recommendation. Though addressed to Provost, copies are sent only to applicant, and College RPT committee chair and uploaded to portal.
November 1-8, 2024	Provost sends positive recommendations to University RPT committee; negative recommendations are shared with the Chancellor.
November 11-29, 2024	University RPT committee reviews portfolio and writes recommendation to Provost and uploads to portal.
December 2, 2024 – January 17, 2025	Provost writes final recommendation to Chancellor, forwarding copies to Dean; all initial and final recommendations are placed in portfolio.
January 20 – February 14, 2025	Chancellor reviews promotion and tenure recommendations and they are prepared for presentation to the Board of Trustees
February 17, 2025	Requests for extensions for Promotion and Tenure for the **2025-2026** academic year must be sent to the Provost by 5:00 p.m. Extenuating circumstance must be clearly explained.
April 2025	Board of Trustees reviews and provides final approval of tenure applications.
April 28, 2025 or Earlier (March 28)	Chancellor/Provost Office informs Dean and Applicant of final decision.

*ALL: Please go to the relevant electronic site to download summary recommendation forms to be completed and uploaded for each candidate.

POST TENURE REVIEW SCHEDULE
(PTR)

DATE	ACTION TO BE TAKEN
First department meeting in the fall	Department Chairperson shall distribute department Post-Tenure Review (PTR) standards to all tenured or tenure track faculty during the first fall faculty meeting. Faculty under PTR shall use the electronic portal to upload documents.
August 30, 2024	The Provost Office shall notify Deans in the fall for Post-Tenure Review.
By September 13, 2024	**The Dean shall notify the department chairperson of faculty in the department who are scheduled for review.**
September 27, 2024	The department chairperson shall notify the faculty member, in writing, that a performance review will be conducted. The notification letter should include the website address of the University's PTR policy and a copy of the PTR submission Form
September 27, 2024	The Chairperson will call a meeting of the tenured faculty who will elect three tenured faculty to serve on the Performance Review Committee (PRC). The tenured faculty members elected for the PRC will select a PRC chairperson in that meeting. A faculty member being reviewed may vote on the PRC membership, but may not unilaterally select members of the PRC. If the department has fewer than three tenured faculty, consult the Faculty Handbook-Post Tenure Review Policy.
October 25, 2024	Deadline for applicant to upload their portfolio to the electronic portal. Applicants will no longer have access to their electronic portal after this date.
November 1, 2024	The department chairperson will charge the PRC to begin the review.
January 15, 2025	The PRC chairperson uploads the committee report to the electronic portal and submits a hard copy of the report to the department chairperson and faculty member to be reviewed.
Within 7 business days (January 24, 2025)	The faculty member being reviewed may respond in writing to the PRC Report, with copies to the PRC, and the department chairperson.
February 3, 2025	The Department Chairperson shall write a letter to the faculty member, with copies to the PRC members, indicating his/her response to the PRC findings.
February 3, 2025	The Chairperson will forward a copy of the PRC's report to the Dean along with the Chair's response, a copy of the departmental standards, and any response from the faculty member.
March 3, 2025	The Dean shall write a letter [INITIAL LETTER] to the faculty member, with copies to the PRC members and the department chairperson, indicating his/her response to the PRC's findings.
Within 7 business days (March 12, 2025)	Within 7 days of receiving the Dean's response, the faculty may respond to the PRC Report, the Chairperson's response, and the Dean's letter in writing to the Dean.
April 1, 2025	The Dean will notify the faculty member by letter of his/her final PTR evaluation and shall send a copy of the FINAL LETTER to the Provost and Executive Vice Chancellor for Academic Affairs along with all of the following: a copy of the PRC report, the department standards, the chair's evaluation, and any correspondence from the reviewee, the department chairperson, and members of the PRC.
April 30, 2025	The Provost will respond to the Dean and faculty member in writing regarding the Post Tenure Review decision.

2024-2025 REAPPOINTMENT, PROMOTION AND TENURE CALENDARS

NON-TENURE TRACK FACULTY PROMOTION SCHEDULE
(NTTF)

DATE	ACTION TO BE TAKEN
May 2024	On or before first college meeting, Department chair shall distribute university NTTF Promotion Policy and departmental NTTF review standards to all non-tenure track faculty in the respective department. Deans shall distribute written NTTF review standards to all NTTF in the respective college.
November 13, 2024	Non-tenure track faculty seeking promotion shall notify department chair in writing of intent to apply for promotion to an NTTF rank.
November 28, 2024	Department Chairs and Colleges shall designate the NTTF Review Committees at the respective levels.
January 29, 2025	Deadline for candidate to upload their portfolio to the electronic portal. Candidate will have no further access to the application or the portal after this date.
January 30 – February 17, 2025	Department NTTF Review Committee reviews the candidate portfolio, records a vote, uploads recommendation to the portal, and notifies the candidate. Candidate has the right to submit a written response but must do so within 10 days of being notified of the decision **(by February 28, 2025).**
March 3 – 21, 2025	College NTTF Review Committee reviews the candidate, records a vote, makes a recommendation to the Dean, uploads the recommendation to portal, and notifies the candidate. Candidate has the right to submit a written response but must do so within 10 days of being notified of the decision **(by April 4, 2025).**
April 7 – 25, 2025	Dean reviews the portfolio and makes recommendation to the Provost, uploads it to the portal and notifies the candidate. Candidate has the right to submit a written response but must do so within 10 days of being notified of the decision **(by May 9, 2025).**
May 12 - June 6, 2025	Provost or Provost's designee reviews the Dean's recommendation, makes the final decision and notifies the candidate of the decision in writing.

NTTF Positions:

NTTF Full-time Instructor to Tenure Track Position (" ...for individuals who are waiting to complete eligibility requirements for a tenure track position."). See NTTF policy.

Master's Level
- o Lecturer to Senior Lecturer
- o Senior Lecturer to Principal Lecturer Doctoral Level/Terminal Degree in Field
- o Teaching Assistant Professor to Teaching Associate Professor
- o Teaching Associate Professor to Teaching Professor
- o Research Assistant Professor to Research Associate Professor
- o Research Associate Professor to Research Professor
- o Clinical Assistant Professor to Clinical Associate Professor
- o Clinical Associate Professor to Clinical Professor
- o Assistant Professor of Practice to Associate Professor of Practice
- o Associate Professor of Practice to Professor of Practice