



## TENURE AND PROMOTION TIMELINE 2024-2025

March 15, 2024	Tenure/Promotion notification letters sent to all Campus Department Chairs & Faculty via Workflow Manager.
April 1, 2024	<p>Deadline for submission of department list of names for tenure/promotion to the Office of Faculty Recruitment, Affairs &amp; Development <b><u>REQUIRED:</u></b> The candidate furnishes the Campus Department Chair with five names that can be contacted for Academic letters of reference. It is the responsibility of the Campus Department Chair to obtain letters of reference from at least three but no more than five references and submit these letters to the Office of Faculty Recruitment, Affairs and Development, via Workflow Manager, by July 15<sup>th</sup>.</p> <p><b><u>OPTIONAL REFERENCE LETTERS:</u></b> In addition to the required academic letters, the <u>candidate</u> may request up to 3 confidential letters from colleagues (not in the candidate's department) who can speak to their area of excellence (clinical, scholarly, OR teaching). It is the responsibility of the candidate to request the letters and ask that the letters be submitted directly to the Office of Faculty Recruitment, Affairs and Development no later than July 15<sup>th</sup>. (See Procedures for Tenure &amp; Promotion for further details)</p>
July 15, 2024	Deadline for submission of all tenure/promotion documents by the Campus Department Chair to the Office of Faculty Recruitment, Affairs & Development via Workflow Manager.
July 18-August 8, 2024	Review by Department Tenure/Promotion Committee; submission of ballots to the Office of Faculty Recruitment, Affairs & Development via Workflow Manager
August 13-30, 2024	Review by Campus Department Chair for his/her submission of ballot &