

P&T Workflow 2024-25

Friday, March 29, 2024	Deans provide Provost's Office with the following information: (1) associate professors going up for promotion to professor, (2) assistant professors going up for promotion and tenure to associate professor and (3) any associate professors or professors going up for tenure.
Thursday, April 4, 2024	Provost's Office approves the final list of candidates going up for P&T in 2024-25. Candidates requesting the addition of a PRC member from an appropriately related discipline or program across campus submits request to dean in writing.
Monday, April 29, 2024	Each college provides Provost's Office a list of peer review committees (members and chairs) and department chair reviewers for each candidate. Dean's decision and justification provided to candidate in writing. Candidate notified in writing of final committee membership.
Monday, May 20, 2024	Candidates receive access to the 2024-25 P&T workflow. Candidates submit a list of at least five external reviewers to their associate dean or their college designee.
Friday, May 31, 2024	Candidates provide external review packet to their associate dean or their college designee.
Friday, June 14, 2024	Associate dean or college designee sends external evaluation file to P&T candidate's outside reviewers.
Friday, September 6, 2024	Candidates must submit their Promotion and Tenure Document in the 2024-25 P&T workflow. Associate dean or college designee have access to files to facilitate submission of external review letters.
Friday, September 13, 2024	Deadline for Associate Dean or college designee to upload the external review documentation into workflow and submit the candidate's P&T file to the PRC. This represents the deadline for external review letters to be received.
Friday, October 18, 2024	Deadline for PRC to complete their review, upload their recommendation letter into workflow, record the committee's overall recommendation for teaching, scholarship and service and forward (submit) the candidate's P&T file to the department chair.
Friday, November 15, 2024	Deadline for the department chair to complete their review, upload the recommendation letter into workflow, record a recommendation for teaching, scholarship and service and forward (submit) the P&T file to the submission box.
Friday, November 22, 2024	Deadline for candidate's 5 business day window to review their P&T file and add any candidate letter of information/rebuttal, if desired, to the P&T file. P&T file is released to the dean for review. If no rebuttal is needed, candidate forwards file to dean on or before this date.
Friday, January 3, 2025	Deadline for dean to complete their review, upload the recommendation letter into workflow, record a recommendation for teaching, scholarship and service and forward (submit) the P&T file to the submission box.
Monday, January 13, 2025	Deadline for candidate's 5 business day window to review their P&T file and add any candidate letter of information/rebuttal, if desired, to the P&T file. P&T file is released to the University Promotion and Tenure Committee (UPTC) for review. If no rebuttal is needed, candidate forwards file to UPTC for review on or before this date.

P&T Workflow 2024-2025 (continued)

Friday, February 7, 2025	Deadline for UPTC members to submit their pre-meeting votes for P&T cases to the Provost's Office
Monday, February 10, 2025	UPTC meeting to review and vote on P&T cases.
Monday, February 17, 2025	Deadline for provost to upload and submit UPTC decision letter to submission box. Candidate has five business days (deadline 2/25/25) to inform provost of intent to appeal P&T decision of UPTC. P&T files are submitted to president.
Friday, April 4, 2025	Deadline for any University P&T appeals committee to submit its recommendation regarding an appeal case to the president.
Friday, April 25, 2025	The president's decision is uploaded to WorkFlow and is forwarded to the UHS for BOR approval. * *Date subject to change upon scheduling of the 2025 BOR Meetings.