P&T Workflow 2025-26

Friday, March 28, 2025	Deans provide Office of the Provost 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 3, 2025	Office of the Provost approves the final list of candidates going up for P&T in 2025-26. 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 28, 2025	Each college provides Office of the Provost 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 19, 2025	Candidates receive access to the 2025-26 P&T workflow. Candidates submit a list of at least five external reviewers to their associate dean or their college designee.
Friday, May 30, 2025	Candidates provide external review packet to their associate dean or their college designee.
Friday, June 13, 2025	Associate dean or college designee sends external evaluation file to P&T candidate's outside reviewers.
Friday, September 12, 2025	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 17, 2025	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 14, 2025	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 21, 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 dean for review. If no rebuttal is needed, candidate forwards file to dean on or before this date.
Friday, January 2, 2026	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 12, 2026	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 2025-2026 (continued)

Friday, February 6, 2026	Deadline for UPTC members to submit their pre-meeting votes for P&T cases to the Office of the Provost
Monday, February 9, 2026	UPTC meeting to review and vote on P&T cases.
Monday, February 16, 2026	Deadline for provost to upload and submit UPTC decision letter to submission box. Candidate has five business days (deadline 2/24/26) to inform provost of intent to appeal P&T decision of UPTC. P&T files are submitted to president.
Friday, April 3, 2026	Deadline for any University P&T appeals committee to submit its recommendation regarding an appeal case to the president.
Friday, April 24, 2026	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 2026 BOR Meetings.