

<b>Timeline for the Tenure and Promotion Process 2024-2025</b>	
<i>Eligible Faculty</i>	<i>Tenure candidates who started in AU21 or SP22 and others who have been in rank since AU21 and who will have at least seven AU/SP semesters completed at the end of SP25</i>
<b>10/1</b>	<b>Letters of Intent to Apply for Promotion</b> ( <i>Submitted to Chairperson, copying the Division Dean and SVPAA</i> )
<b>1/17</b>	<b>Completed portfolios submitted by 5:00 p.m.</b> ( <i>Candidates should seek input from PRT/Colleagues prior to submission.</i> )
<b>1/20 – 1/31</b>	<b>Department Committee/ Department Chairperson Review</b> ( <i>Any “necessary repairs” must be completed by 5:00 p.m. on Friday.</i> )
<b>2/3 – 2/17*</b>	<b>Division Committee/Dean Review</b>
<b>2/18 – 2/28</b>	<b>College Committee Review</b>
<b>2/18 – 3/7</b>	<b>Senior Vice President of Academic Affairs Review</b>
<b>3/10 – 3/24</b>	<b>Presidential Review</b> ( <i>Letters will be sent to candidates prior to 3/25.</i> )
<b>4/1</b>	<b>Letters of Request for Appeal</b> due to the President and SVPAA ( <i>Appeals are invoked only at the request of the candidate.</i> )
<b>4/1 – 4/22</b>	<b>Appeals Committee Review</b>
<b>May Board Meeting</b>	<b>Tenures Approved</b> ( <i>All changes in rank and tenure take effect at the beginning of autumn semester.</i> )

\* Dates specified in the process that fall on a weekend or holiday have been moved to the next workday, per Policy and Procedure.

- Administrators should convene committees during the week prior to the arrival of the portfolios for the purpose of reviewing the charge, sharing information about access, and allowing for the election of committee chairpersons and the determination of meeting dates and times.
- Deadlines are 5:00 p.m. on the ending dates indicated. By this time, committee chairs and administrators should have emailed their signed letters to the facilitator, copying the candidates.
- Access to digital portfolios will be given prior to 8:00 a.m. on the starting dates indicated.