

Promotion & Tenure Timeline

Process for Tenure Track Faculty

Year 1

July 2025 - June 2026

Example: Hired Assistant Professor to start Fall of 2025

Activities:

- Begin building record in teaching, scholarship, and service
- Establish performance expectations with department chair
- Attend workshops on promotion and tenure process
- Begin assembling a professional portfolio and curriculum vitae (CV)

Year 2

July 2026 - June 2027

Example: Assistant Professor starting 2nd year in Fall 2026

Activities:

- Continues accumulating evidence of effective teaching, research, and service
- Receive annual performance review from department
- Seek mentorship or feedback from senior colleagues

Year 3

July 2027 - June 2028

Example: Assistant Professor starts 3rd year in Fall 2027 and submits third-year review dossier

Activities:

- Undergo formal **third-year review** by department, college committee, and dean
- Assessment focuses on strengths, weaknesses, and progress toward tenure
- May result in formal feedback, early tenure consideration, or remediation plan

Year 4

July 2028 - June 2029

Example: Assistant Professor starts 4th year in Fall 2028

Activities:

- Strengthen scholarship and teaching credentials
- Begin identifying **7+ external reviewers** for tenure portfolio
- Prepare CV and portfolio materials for external review
- Collect evidence of student evaluations, peer reviews, committee work, etc

Year 5

July 2029 - June 2030

Example: Assistant Professor starts 5th year in Fall 2029 and applies for tenure and promotion

Activities:

- Submit promotion and tenure portfolio, including:
 - Application form
 - CV
 - Annual Reviews
 - Teaching and Scholarship Evidence
 - Service Record
- Department chair solicits and includes external letters of review (3-6 required)
- Candidate does **not** contact reviewers
- Portfolio undergoes multi-level review:
 - Department committee
 - Chair
 - College committee and Dean
 - Provost
 - President (final decision)

Year 6

July 2030 - June 2031

Example: Assistant Professor receives tenure and is promoted to Associate Professor Fall 2030

- This is year 1 for the 5 year count for conducting 5 Year Periodic Performance Review (PPR)
- This is year 1 for the 5 year count to promote to Professor