

## 2024 – 2025 TENURE AND PROMOTION CALENDAR

October 14, 2024	Department chair notifies in writing each faculty member who is scheduled to be considered for tenure during the current academic year or who has met the normal time-in-rank guidelines for initial promotion consideration. (Where necessary, “Department chair” refers to dean or director.)
November 18, 2024	Faculty member applying for tenure and/or promotion notifies department chair of intentions.
December 9, 2024	Department chair supervises formation of departmental tenure and/or promotion committee. College dean (or director) supervises formation of college tenure and/or promotion committee. The department chair will submit the names of members serving on these two committees to the Provost for approval.
January 6, 2025	Faculty member seeking tenure and/or promotion submits dossier to department chair.
January 13, 2025	Dean meets with college tenure and promotion committee and all departmental tenure and promotion committees.
January 15, 2025	Department chair sends requests to external reviewers to serve as evaluators of the scholarship of <i>tenure candidates eligible for tenure review in 2025-26</i> .
January 20, 2025	Chair of departmental tenure/promotion committee notifies candidate in writing of his/her right to (1) appear before the committee and (2) inspect all of the personnel files and materials to be considered by the committee.
February 3, 2025	Departmental committee submits tenure and/or promotion recommendation to department chair. The committee will provide the tenure and/or promotion applicant a complete copy of all recommendation documents as they are being forwarded to the chair. In the event of a negative recommendation, a copy will also be forwarded to the Provost. A candidate who has been denied promotion may consult with the immediate supervisor for the purpose of receiving recommendations that would enhance the chances for future promotion. A faculty member may appeal a negative promotion decision (see Chapter 4 of Faculty Handbook).
February 17, 2025	Department chair submits tenure and/or promotion recommendation to the college tenure and/or promotion committee. The department chair will provide the tenure and/or promotion applicant a complete copy of all recommendation documents as they are being forwarded to the college committee. In the event of a negative recommendation, a copy will be forwarded to the Provost.
March 10, 2025	College committee submits tenure and/or promotion recommendation to the dean. The committee will provide the tenure and/or promotion applicant a complete copy of all recommendation documents as they are being forwarded to the dean. In the event of a negative recommendation, a copy will also be forwarded to the Provost.
March 24, 2025	Dean or director submits tenure and/or promotion recommendation to Provost. The dean will provide the tenure and/or promotion applicant a complete copy of all recommendation documents as they are being forwarded to the Provost.
April 14, 2025	The Provost submits tenure and/or promotion recommendation to Chancellor. The Provost will provide the tenure and/or promotion applicant a complete copy of all recommendation documents as they are being forwarded to the Chancellor.
April 28, 2025	The Chancellor will review the Provost recommendation. The Chancellor will forward only positive recommendations to the UT President. The Chancellor will provide the tenure and/or promotion applicant a complete copy of all recommendation documents as they are being forwarded to the UT President.