



TO: Deans, VP for Research, Department Chairs, Institute and Center Directors and Provost's Office

FROM: John McGreevy, Provost  
Maura Ryan, Vice President and Associate Provost

RE: 2024-25 Reappointment, Promotion, and Tenure Schedule for Regular Faculty

DATE: May 21, 2024

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***Timeline for Tenured and Tenure-Track Faculty Files:***

- Department, with Dean's approval, solicits external letter writers Per Department
- Candidate submits materials to Department Chair Per Department
- Due date for external letters (if required) Per Department
- Research, teaching, and service reports completed Per Department
- CRPT meeting report and voting completed Per Department
- Department Chair's letter completed Per Department
- Transmit RPT packet from Department to Dean Per Dean's Office
- Dean's letter to faculty member regarding candidacy status January 10, 2025
- Dean's letter to Provost regarding candidacy terminated at College January 10, 2025
- Transmit RPT file from College/School to Provost's Office January 10, 2025
- PAC members receive access to RPT files for review Per Provost Office
- PAC deliberation meetings, ongoing January-April 2025
- Faculty letters delivered to Deans and Department Chairs May 2, 2025
- Notification to faculty candidates May 5, 2025

***Timeline for TPAC, Library Research Faculty Files***

- Transmit non-renewal<sup>1</sup> and reappointment information from the Department to Dean<sup>2</sup> Per Dean's Office
- Transmit promotion packets from department to Dean Per Deans' Office
- Deans' Offices meet with the Provost's office for roster review October-November 2024
- Transmit non-renewal recommendations from Dean to Provost's office November 20, 2024
- Non-renewal notification to faculty member---letter from Provost's office December 16, 2024
- Transmit promotion recommendations from Dean to Provost's office January 10, 2025
- Final reappointment roster from Dean to provost's office January 10, 2025
- Reappointment notifications to faculty---letter from Dean January 17, 2025
- Consultations regarding promotion recommendations Per Provost Office
- Promotion decision letters delivered to Deans May 2, 2025
- Promotion notifications to faculty candidates May 5, 2025

<sup>1</sup> Please refer to the Academic Articles regarding the notification period for non-renewal of contracts.

<sup>2</sup> In cases of appointments outside of a college or school, "Dean" may be read as the University Librarian, institute director or vice-president, as appropriate to the appointment.