

2025-2026 REAPPOINTMENT, PROMOTION AND TENURE CALENDARS

FIRST REAPPOINTMENT SCHEDULE (RPT1)

DATE	ACTION TO BE TAKEN
May 2025	Department Chair notifies the faculty member, in writing, that a first reappointment review will be conducted and distributes the department's standards, which should be uploaded to the portal. Departments and colleges select review committees
August 11, 2025	Deadline for applicant to submit their credentials for review in Interfolio. Applicants will no longer have access to the Faculty Review section of Interfolio after this date.
August 12 – 29, 2025	Department RPT Committee reviews the portfolios and writes a recommendation using the recommendation form in Interfolio. Though addressed to the Dean, the file is uploaded to the portal and a copy is sent only to the applicant at this time.
September 1-5, 2025	Applicant may respond in writing to any unresolved differences regarding department's evaluation. Response must be sent to the Dean and becomes a part of the reappointment portfolio. The Dean should upload it to the portal immediately, unless it has already been uploaded by the Department Chair.
September 8-19, 2025	Dean convenes the College RPT Committee and charges the committee to review cases in Interfolio and write recommendations using the Recommendation Form in Interfolio. The College Promotion and Tenure Committee forwards its recommendation to Dean; and uploads the signed recommendation to the portal.
September 22-26, 2025	Dean reviews portfolios and writes recommendation. Though addressed to Provost, copies are sent only to the applicant, and College RPT Committee Chair; and uploaded to the portal.
September 29 – October 17, 2025	University RPT Committee reviews portfolios and completes the Recommendation form in Interfolio; forwards the case to the Provost
November 3, 2025	Provost responds to the Dean and Applicant, in writing, with decision regarding reappointment.

***ALL: Please complete the summary recommendation forms embedded in Interfolio for each candidate; other forms will not be accepted.**

2025-2026 REAPPOINTMENT, PROMOTION AND TENURE CALENDARS

SECOND REAPPOINTMENT SCHEDULE (RPT2)

DATE	ACTION TO BE TAKEN
May 2025	Department Chair notifies faculty member, in writing, that a second reappointment review will be conducted and distributes the department's standards. Departments and colleges select review committees.
January 5, 2026	Deadline for applicant to submit their credentials for review in Interfolio. Applicants will no longer have access to the Faculty Review section of Interfolio after this date.
January 12 – 23, 2026	Department RPT Committee reviews the portfolios and writes a recommendation using the recommendation form in Interfolio. The signed recommendation form is uploaded to the Interfolio platform and a copy is sent only to the applicant at this time.
January 26-30, 2026	Applicant may respond in writing to any unresolved differences regarding the department's evaluation. Response must be sent to the Dean and becomes a part of the reappointment portfolio. Dean uploads the response to the case in Interfolio.
February 2, 2026	Department's recommendation is forwarded to the Dean.
February 3–17, 2026	Dean convenes College RPT committee; College RPT committee reviews portfolio and completes the recommendation form in Interfolio; committee uploads signed recommendation to Interfolio and forwards the case to the Dean.
February 18 – March 3, 2026	Dean reviews portfolio and writes recommendation. Though addressed to Provost, copies are only sent to the applicant and College RPT committee chair and uploaded to the case in Interfolio. The case is advanced to the University RPT.
March 4-30, 2026	University RPT committee reviews portfolio and completes the recommendation form in Interfolio. The signed form is uploaded to the case in Interfolio. The case is advanced to the Provost.
March 31 – April 21, 2026	Provost responds to Dean and Applicant, in writing, with decision regarding reappointment.

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2025-2026 REAPPOINTMENT, PROMOTION AND TENURE CALENDARS

PROMOTION AND TENURE SCHEDULE (Assistant to Associate; Associate to Full; Tenure Only)

DATE	ACTION TO BE TAKEN
May 2025	Department Chair notifies faculty member, in writing, that a review for promotion and tenure will be conducted and distributes the department's standards. Departments and colleges select review committees.
May 15, 2025	Deadline for faculty to notify their Dean of intent to apply for full professor or early tenure.
August 29, 2025	Deadline for applicant to submit their credentials for review in Interfolio. Applicants will no longer have access to the Faculty Review section of Interfolio after this date.
September 2-12, 2025	Department RPT committee reviews portfolio and completes recommendation form in Interfolio. The signed recommendation form is uploaded into the case in Interfolio; a copy is sent only to applicant at this time.
September 15 – 22 2025	Applicant may respond in writing to any unresolved differences regarding department evaluation. Response must be sent to Dean and becomes a part of the promotion portfolio in Interfolio.
September 24 – October 7, 2025	Dean convenes College RPT committee; College RPT committee reviews portfolio and completes recommendation form in Interfolio; the signed recommendation form is uploaded into the case in Interfolio; a copy is sent to the applicant; the case is forwarded to the Dean
October 8– 22, 2025	Dean reviews portfolio and writes initial recommendation. Though addressed to Provost, copies are sent only to applicant, and College RPT committee chair and uploaded to the case in Interfolio. The case is advanced to the Provost.
October 23-31, 2025	Provost forwards positive recommendations to University RPT committee; negative recommendations are shared with the Chancellor.
November 3-21, 2025	University RPT committee reviews portfolio and completes the recommendation form in Interfolio; the signed recommendation form is uploaded into the case in Interfolio; the case is advanced to the Provost
December 1, 2025 – January 16, 2026	Provost shares final recommendation with Chancellor; notifies applicant of recommendation, forwarding copies to Dean; all initial and final recommendations are placed in the case in Interfolio
January 19 – February 6, 2026	Chancellor reviews promotion and tenure recommendations and they are prepared for presentation to the Board of Trustees
February 16, 2026	Requests for extensions for Promotion and Tenure for the 2026-2027 academic year must be sent to the Provost by 5:00 p.m. Extenuating circumstance must be clearly explained.
February or April 2026	Board of Trustees reviews and provides final approval of tenure applications.
April 27, 2026 or Earlier (March 27)	Chancellor/Provost Office informs Dean and Applicant of final decision.

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2025-2026 REAPPOINTMENT, PROMOTION AND TENURE CALENDARS

POST TENURE REVIEW SCHEDULE

(PTR)

DATE	ACTION TO BE TAKEN
May 2025	Department Chair shall distribute department Post-Tenure Review (PTR) standards to all tenured or tenure track faculty. Faculty under PTR shall use the electronic portal (Interfolio) to upload documents.
By May 15, 2025	Requests for extensions due to extenuating circumstances must be submitted to the Dean and Provost
April 1, 2025	The Provost Office shall notify Deans of candidates eligible for Post-Tenure Review.
By April 15, 2025	The Dean shall notify the department chair of faculty in the department who are scheduled for review.
May 2025	The department chair shall notify the faculty member, <u>in writing</u> , that a performance review will be conducted. The notification letter should include the website address of the University's PTR policy and a link to the portal.
By May 12, 2025	The Department Chair will call a meeting of the tenured faculty who will elect <u>three tenured</u> faculty to serve on the Performance Review Committee (PRC). The tenured faculty members elected for the PRC will select a PRC chairperson in that meeting. A faculty member being reviewed may NOT vote on the PRC membership. If the department has fewer than three tenured faculty, consult the Faculty Handbook-Post Tenure Review Policy for guidance.
October 24, 2025	Deadline for applicant to upload their portfolio to Interfolio. Applicants will no longer have access to their case in the Faculty Review section of Interfolio after this date.
November 3, 2025	The department chair will charge the PRC to begin the review.
November 24, 2025	The PRC completes the recommendation form in Interfolio; the signed form is uploaded to the case in Interfolio; the case is advanced to the department chair; a hard copy of the report is given to the department chair and faculty member being reviewed.
Within 7 business days (December 9, 2025)	The faculty member being reviewed may respond in writing to the PRC Report, with copies to the PRC, and the department chairperson. The department chair will upload the response to the case in Interfolio.
January 16, 2026	The Department Chair shall write a letter to the faculty member, with copies to the PRC members, indicating their response to the PRC findings.
January 16, 2026	The Chair will advance the applicant's case to the Dean [containing the PRC report, department chair's response, a copy of the departmental standards, and any response from the faculty member].
February 13, 2026	The Dean shall write a letter [INITIAL LETTER] to the faculty member, with copies to the PRC members and the department chair, indicating their response to the PRC's findings.
Within 7 business days (February 24, 2026)	Within 7 days of receiving the Dean's response, the faculty may respond to the PRC Report, the Chair's response, and the Dean's letter in writing to the Dean. The Dean will upload the response to the case in Interfolio.
March 13, 2026	The Dean will notify the faculty member by letter of their final PTR evaluation; the evaluation will be added to the case in Interfolio; the case with the FINAL LETTER will be advanced to the Provost and Executive Vice Chancellor for Academic Affairs. The case will include: a copy of the PRC report, the department standards, the chair's evaluation, and any correspondence from the reviewee, the department chairperson, and members of the PRC.
April 10, 2026	The Provost will respond to the Dean and faculty member in writing regarding the Post Tenure Review decision.

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NON-TENURE TRACK FACULTY PROMOTION SCHEDULE (NTTF)

DATE	ACTION TO BE TAKEN
May 2025	Before the last college meeting of the term, Department chair shall distribute university NTTF Promotion Policy and departmental NTTF review standards to all non-tenure track faculty in the respective department. Deans shall distribute written NTTF review standards to all NTTF in the respective college.
May 2025	Department Chairs and Colleges shall designate the NTTF Review Committees at the respective levels.
August 25, 2025	Non-tenure track faculty seeking promotion shall notify department chair in writing of intent to apply for promotion to an NTTF rank.
October 3, 2025	Deadline for candidate to upload their portfolio to the electronic portal. Candidate will have no further access to the Faculty Review section of Interfolio after this date.
October 6-17, 2025	Department NTTF Review Committee reviews the candidate portfolio, records a vote, completes the recommendation form in Interfolio; uploads the signed recommendation to the portal, and notifies the candidate. Candidate has the right to submit a written response but must do so within 10 days of being notified of the decision (by October 31, 2025) .
November 3-21, 2025	College NTTF Review Committee reviews the candidate, records a vote, completes the recommendation form in Interfolio; uploads the signed recommendation to the portal, and notifies the candidate. Candidate has the right to submit a written response but must do so within 10 days of being notified of the decision (by December 10, 2025) .
December 11, 2025 – January 16, 2026	Dean reviews the case in Interfolio and completes the recommendation form in Interfolio; uploads the signed form in Interfolio; advances the case to the Provost and notifies the candidate. Candidate has the right to submit a written response but must do so within 10 days of being notified of the decision (by January 30, 2026) .
February 2 – March 2, 2026	Provost or Provost's designee reviews the Dean's recommendation, makes the final decision and notifies the candidate of the decision in writing.

NTTF Positions:

NTTF Full-time Instructor to Tenure Track Position ("...for individuals who are waiting to complete eligibility requirements for a tenure track position."). See NTTF policy.

Master's Level

- o Lecturer to Senior Lecturer
- o Senior Lecturer to Principal Lecturer Doctoral Level/Terminal Degree in Field
- o Teaching Assistant Professor to Teaching Associate Professor
- o Teaching Associate Professor to Teaching Professor
- o Research Assistant Professor to Research Associate Professor

- Research Associate Professor to Research Professor
- Clinical Assistant Professor to Clinical Associate Professor
- Clinical Associate Professor to Clinical Professor
- Assistant Professor of Practice to Associate Professor of Practice
- Associate Professor of Practice to Professor of Practice

- o ***ALL: Please complete the summary recommendation forms embedded in Interfolio for each candidate; other forms will not be accepted.**