

Mandatory Tenure Track Faculty Review for Reappointment of Assistant Professors

{This Process involves the URC, Unit Head, CRC and Dean}

Early March	Dean confirms candidates for mandated review with Unit Head.
Mid-March	Unit Head notifies candidates of upcoming review, offers guidance in preparation of review materials and provides an opportunity for discussion of the review process and procedures with candidates. Electronic folders will be provided for candidate uploads.
8/11/25 (1 st day of 2025-2026 academic year)	Deadline for candidates to complete dossiers. Candidates have the option of posting their dossier components in advance of this date but must submit all dossier information in the prescribed electronic format by this date. Each URC may begin the internal review process as soon as the dossier is available.
8/12/25 – 8/18/25	Permanently tenured faculty members in the candidate's department, other than those who will participate in the review process at another level, who are at or above the rank for which a candidate is under consideration, shall receive a one-week opportunity to review the candidate's review file and provide advice to the URC.
9/12/25	Each URC sends its report to Unit Head and meets with Unit Head for discussion. For candidates with joint appointments, the URC's review shall include a letter from the candidate's secondary unit to be provided to the Unit Head for upload by the end of August.
10/08/25	The Unit Head shall provide the candidate with a copy of their determination and rationale and invite the candidate to meet to discuss the determination. If the Unit Head's determination is negative, the Unit Head shall meet with the candidate to explain the candidate's right to submit a rebuttal. Candidates will have 14 days to submit a written rebuttal if they choose to do so. After this 14-day window is exhausted, the Unit Head submits their recommendation, the URC recommendation, and any rebuttal to the Dean. The CRC may begin the College-level review process as soon as the dossier is advanced to the Dean's Office.
11/07/25	The CRC Chair submits the report of the CRC to the Dean. The Dean meets with the College Review Committee to discuss their determination.
12/12/25	Dean completes their independent review. The Dean provides the candidate with a copy of the CRC report in addition to their own determination and rationale and invites the candidate to meet to discuss the determination. If the Dean's determination is negative, the Dean will meet with the candidate to explain the candidate's right to submit a rebuttal.
1/05/26	Dean notifies Provost of decision and provides copies of their determination and rationale, the URC and CRC recommendations, the determinations and rationales of the Unit Head, and any rebuttal(s) to the Provost.

**Mandatory Tenure Track Faculty Review for Promotion to Associate Professor
and/or Conferral of Permanent Tenure**

{This Process involves the URC, Unit Head, CRC and Dean}

Early March	Dean confirms candidates for mandated review with Unit Head.
Mid-March	Unit Head notifies candidates of upcoming review, offers guidance in preparation of review materials and provides an opportunity for discussion of the review process and procedures with candidates. Electronic folders will be provided for candidate uploads.
Early April	Candidates provide the Unit Head with a list of six potential external reviewers.
Mid-April	Unit Head shares complete list of twelve or more potential external reviewers with candidate and confirms conflicts of interest (removes and replaces names of external reviewers should there be a conflict). Unit Head preliminarily contacts and confirms reviewers (preferably a mix from each list). At least 3 external reviews must be received. If additional external reviews are received, all reviews will be given full consideration.
Mid-May	Deadline for candidates to upload external review materials to electronic folder provided.
Mid-May	Unit Head sends letter with instructions, college criteria for the relevant rank, and a link to candidate materials to external reviewers.
8/11/25 (1 st day of 2025-2026 academic year)	Deadline for candidates to complete uploads of all dossier materials to electronic folders. Candidates have the option of uploading their dossier components in advance of this date but must submit all dossier information in the prescribed electronic format by this date. The Unit Head is responsible for uploading external review letters and the External Reviewers Letters: Record & Procedures grid from Academic Affairs into the electronic folder by this date. Each URC may begin the internal review process as soon as the dossier is available.
8/12/25 – 8/18/25	Permanently tenured faculty members in the candidate’s department, other than those will participate in the review process at another level, who are at or above the rank for which a candidate is under consideration, shall receive a one-week opportunity to review the candidate’s review file and provide advice to the URC.
9/12/25	Each URC sends its report to the Unit Head and meets with Unit Head for discussion. For candidates with joint appointments, the URC’s review shall include a letter from the candidate’s secondary unit to be provided to the Unit Head for upload by the end of August.
10/08/25	The Unit Head shall provide the Faculty Member with copies of their determination and rationale, the recommendation and rationale of the URC, and external reviewer letters. If the Unit Head’s determination is positive, the Unit Head shall submit the determination and rationale, together with the recommendation and rationale of the URC, to the Dean. If the Unit Head’s determination is negative, the Unit Head shall meet with the Faculty Member to discuss that determination and its rationale and to explain the Faculty Member’s right of rebuttal. Candidates will have 14 days to submit

	a written rebuttal if they choose to do so. After this 14-day window is exhausted, the Unit Head submits their determination and rationale and the URC recommendation to the Dean. The CRC may begin the College-level review process as soon as the dossier is advanced to the Dean's Office.
11/07/25	The CRC Chair submits the report of the CRC to the Dean. The Dean meets with the College Review Committee to discuss their determination.
12/12/25	The Dean completes their independent review. The Dean provides the candidate with a copy of the CRC report in addition to their own determination and rationale and invites the candidate to meet to discuss the determination. If the Dean's determination is negative, the Dean will meet with the candidate to explain the candidate's right to submit a rebuttal.
1/05/26	Dean notifies Provost of decision and provides copies of their determination and rationale, the URC and CRC recommendations, the determinations and rationales of the Unit Head, and any rebuttal(s) to the Provost.
April	Provost shares her determination with candidates (actual date varies).

Non-Mandatory Tenure Track Faculty Review for Promotion to Professor

{This Process involves the URC, Unit Head, CRC and Dean}

Early March	Unit Head confirms candidates seeking non-mandatory review for promotion.
Mid-March	Unit Head notifies candidates of upcoming review, offers guidance in preparation of review materials and provides an opportunity for discussion of the review process and procedures with candidates. Electronic folders will be provided for candidate uploads.
Early April	Candidates provide the Unit Head with a list of six potential external reviewers.
Mid-April	Unit Head shares complete list of twelve or more potential external reviewers with candidate and confirms conflicts of interest (removes and replaces names of external reviewers should there be a conflict). Unit Head preliminarily contacts and confirms reviewers (preferably a mix from each list). At least 3 external reviews must be received. If additional external reviews are received, all reviews will be given full consideration.
Mid-May	Deadline for candidates to upload external review materials to electronic folder provided.
Mid-May	Unit Head sends letter with instructions, College criteria for the relevant rank, and a link to candidate materials to external reviewers.
8/11/25 (1 st day of 2025-2026 academic year)	Deadline for candidates to complete uploads of all dossier materials to electronic folders. Candidates have the option of uploading their dossier components in advance of this date but must submit all dossier information in the prescribed electronic format by this date. The Unit Head is responsible for uploading external review letters and the External Reviewers Letters: Record & Procedures grid from Academic Affairs into the electronic folder by this date. Each URC may begin the internal review process as soon as the dossier is available.
8/12/25 – 8/18/25	Permanently tenured faculty members in the candidate’s department, other than those will participate in the review process at another level, who are at or above the rank for which a candidate is under consideration, shall receive a one-week opportunity to review the candidate’s review file and provide advice to the URC.
9/12/25	Each URC sends its report to the Unit Head and meets with Unit Head for discussion. For candidates with joint appointments, the URC’s review shall include a letter from the candidate’s secondary unit to be provided to the Unit Head for upload by the end of August.
10/08/25	The Unit Head shall provide the Faculty Member with copies of their determination and rationale, the recommendation and rationale of the URC, and external reviewer letters. If the Unit Head’s determination is positive, the Unit Head shall submit their determination and rationale, together with the recommendation and rationale of the URC, to the Dean. If the Unit Head’s determination is negative, the Unit Head shall meet with the Faculty Member to discuss that determination and its rationale and to explain the Faculty Member’s right of rebuttal. Candidates will have 14 days to submit

	a written rebuttal if they choose to do so. After this 14-day window is exhausted, the unit head submits their determination and rationale and the URC recommendation to the Dean. The CRC may begin the College-level review process as soon as the dossier is advanced to the Dean's Office.
11/07/25	The CRC Chair submits the report of the CRC to the Dean. The Dean meets with the College Review Committee to discuss their determination.
12/12/25	The Dean completes their independent review. The Dean provides the candidate with a copy of the CRC report in addition to their own determination and rationale and invites the candidate to meet to discuss the determination. If the Dean's determination is negative, the Dean will meet with the candidate to explain the candidate's right to submit a rebuttal.
1/05/26	Dean notifies Provost of decision and provides copies of their determination and rationale, the URC and CRC recommendations, the determinations and rationales of the Unit Head, and any rebuttal(s) to the Provost.
April	Provost shares their determination with candidates (actual date varies).

**Non-Mandatory Non-Tenure Track Faculty Review for Promotion of Lecturers and
Clinical Faculty**

{This process involves the URC, Unit Head, CRC and the Dean}

Mid-March	Candidate notifies Unit Head of intention to be considered for promotion. Unit Head offers guidance in preparation of review materials and provides an opportunity for discussion of the review process and procedures with candidates. Electronic folders will be provided for candidate uploads.
8/11/25 (1 st day of 2025-2026 academic year)	Deadline for candidates to complete dossiers. Candidates have the option of uploading their dossier components in advance of this date but must upload all dossier information in the prescribed electronic format by this date. Each URC may begin the internal review process as soon as the dossier is available.
9/12/25	Each URC sends its report to the Unit Head and meets with the unit head for discussion.
10/08/25	The Unit Head shall provide the Faculty Member with copies of their determination and rationale, and the recommendation and rationale of the URC. If the Unit Head's determination is positive, the unit head shall submit their determination and rationale, together with the recommendation and rationale of the URC, to the Dean. If the Unit Head's determination is negative, the Unit Head shall meet with the Faculty Member to discuss that determination and its rationale and to explain the Faculty Member's right of rebuttal. Candidates will have 14 days to submit a written rebuttal if they choose to do so. After this 14-day window is exhausted, the Unit Head submits their determination and rationale and the URC recommendation to the Dean. The CRC may begin the College-level review process as soon as the dossier is advanced to the Dean's Office.
11/07/25	The CRC Chair submits the report of the CRC to the Dean. The Dean meets with the College Review Committee to discuss their determination.
1/05/26	The Dean completes their independent review. The Dean provides the candidate with a copy of the CRC report in addition to their own determination and rationale and invites the candidate to meet to discuss the determination. If the Dean's determination is negative, the unit head will meet with the candidate to explain the candidate's right to submit a rebuttal.

Mandatory Non-Tenure Track Faculty Review for Reappointment of Lecturers and Clinical Faculty

{This process involves the URC, Unit Head and the Dean}

Early March	Dean confirms mandated review to Unit Head
Mid-March	Unit Head notifies candidates of upcoming review, offers guidance in preparation of review materials and provides an opportunity for discussion of the review process and procedures with candidates. Electronic folders will be provided for candidate uploads.
10/08/25	Deadline for candidates to complete dossiers. Candidates have the option of uploading their dossier components to electronic folders in advance of this date but must submit all dossier information in the prescribed electronic format by this date. Each URC may begin the internal review process as soon as the dossier is available.
11/07/25	Each URC sends its report to the Unit Head and meets with the unit head for discussion.
12/12/25	The Unit Head shall provide the Faculty Member with copies of their determination and rationale, and the recommendation and rationale of the URC. If the Unit Head's determination is positive, the Unit Head shall submit the determination and rationale, together with the recommendation and rationale of the URC, to the Dean. If the Unit Head's determination is negative, the Unit Head shall meet with the Faculty Member to discuss that determination and its rationale and to explain the Faculty Member's right of rebuttal. Candidates will have 14 days to submit a written rebuttal if they choose to do so. After this 14-day window is exhausted, the Unit Head submits their determination and rationale and the URC recommendation to the Dean.
1/23/26	Dean notifies candidate and Provost of decision.

Mandatory Post Tenure Review

{This process involves the PTR Committee, Unit Head and the Dean}

Early March	Dean confirms candidates mandated for Post-Tenure Review in the coming academic year with Unit Heads.
Mid-March	Unit Head notifies candidates of upcoming review and offers guidance in preparation of review materials and discussion of procedures for review. Electronic folders will be provided for candidate uploads.
10/08/25	Candidates have the option of uploading their dossier components to electronic folders in advance of this date but must submit all dossier information into the prescribed electronic format by this date. Each PTR Committee may begin the internal review process as soon as the dossier is available. For candidates with joint appointments, the PTR Committee's review shall include a letter from the candidate's secondary unit to be provided to the Unit Head for upload by the end of October.
1/16/26	Each PTR Committee sends its report to the Unit Head and meets with Unit Head for discussion.
2/13/26	The Unit Head shall provide the Faculty Member with copies of their determination and rationale, and the recommendation and rationale of the PTR Committee. Unit Head completes his/her/their review and any proposed success plans and submits recommendation to Dean.
4/10/26	Dean notifies candidate and Associate Vice Chancellor of decision.