

Mandatory Tenure Track Faculty 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. An electronic folder will be provided for candidate uploads of the dossier.
8/16/2024	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.
8/19/2024 - 8/23/2024	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 be invited to a one-week opportunity to review the candidate's review file and provide advice to the URC.
9/13/2024	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.
10/11/2024	The Unit Head shall, after consulting with the assembled URC, 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.
11/15/2024	The CRC Chair submits the report of the CRC to the Dean. The Dean may elect to meet with the College Review Committee to discuss the report.
12/6/2024	Dean completes the review and provides the candidate with a copy of their determination and rationale and invites the candidate to meet to discuss the determination. If the Dean's determination is negative, the Dean shall meet with the candidate to explain the candidate's right to submit a rebuttal.

Early January	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.
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**Mandatory Tenure Track Faculty 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. An electronic folder will be provided for candidate uploads of both external review materials and the dossier.
4/19/2024	Candidates provide the Unit Head with a list of six potential external reviewers.
4/26/2024	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.
5/31/2024	Deadline for candidates to upload external review materials to electronic folder provided.
6/14/2024	Unit Head sends letter with instructions, College criteria for the relevant rank, and a link to candidate materials to external reviewers.
8/16/2024	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 via the provided electronic folder 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.
8/19/2024 - 8/23/2024	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 be invited to a one-week opportunity to review the candidate's review file and provide advice to the URC.
9/13/2024	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.
10/11/2024	If the Unit Head’s determination is positive, the Unit Head shall, after consulting with the assembled URC, 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 provide the Faculty Member with a copy of 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.
11/15/2024	The CRC Chair submits the report of the CRC to the Dean. The Dean may elect to meet with the College Review Committee to discuss the report.
12/6/2024	Dean completes the review and provides the candidate with a copy of their determination and rationale and invites the candidate to meet to discuss the determination. If the Dean’s determination is negative, the Dean shall meet with the candidate to explain the candidate’s right to submit a rebuttal.
Early January	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 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. An electronic folder will be provided for candidate uploads of both external review materials and the dossier.
4/19/2024	Candidates provide the Unit Head with a list of six potential external reviewers.
4/26/2024	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.
5/31/2024	Deadline for candidates to upload external review materials to electronic folder provided.
6/14/2024	Unit Head sends letter with instructions, College criteria for the relevant rank, and a link to candidate materials to external reviewers.
8/16/2024	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. 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.
8/19/2024 - 8/23/2024	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 be invited to a one-week opportunity to review the candidate's review file and provide advice to the URC.

9/13/2024	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.
10/11/2024	If the Unit Head's determination is positive, the Unit Head shall, after consulting with the assembled URC, 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 provide the Faculty Member with a copy of 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.
11/15/2024	The CRC Chair submits the report of the CRC to the Dean. The Dean may elect to meet with the College Review Committee to discuss the report.
12/6/2024	Dean completes the review and provides the candidate with a copy of their determination and rationale and invites the candidate to meet to discuss the determination. If the Dean's determination is negative, the Dean shall meet with the candidate to explain the candidate's right to submit a rebuttal.
Early January	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 Promotion of Lecturers and Clinical Faculty

{This process involves the URC, Unit Chair/School Director, 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. An electronic folder will be provided for candidate uploads of the dossier.
8/16/2024	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 (first day of 9-month faculty contract). Each URC may begin the internal review process as soon as the dossier is available.
9/13/2024	Each URC sends its report to the Unit Head and meets with the Unit Head for discussion.
10/11/2024	If the Unit Head's determination is positive, the Unit Head shall, after consulting with the assembled URC, 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 provide the Faculty Member with a copy of 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.
11/15/2024	The CRC Chair submits the report of the CRC to the Dean. The Dean may elect to meet with the College Review Committee to discuss the report.
Early January	Dean completes the review and provides the candidate with a copy of their determination and rationale and invites the candidate to meet to discuss the determination. If the Dean's determination is negative, the Unit Head shall meet with the candidate to explain the candidate's right to submit a rebuttal.

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

{This process involves the URC, Unit Chair/School Director and the Dean}

Early March	Dean confirms mandated review to Chair/Director
Mid-March	Unit Chair/School Director 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. An electronic folder will be provided for candidate uploads of the dossier.
10/11/2024	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.
11/8/2024	Each URC sends its report to the Unit Head and meets with the Unit Head for discussion.
12/6/2024	If the Unit Head’s determination is positive, the Unit Head shall, after consulting with the assembled URC, 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 provide the Faculty Member with a copy of 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.
End of January	Dean notifies candidate and Provost of decision.

Mandatory Tenured Faculty Performance Review

{This process involves the URC, Unit Chair/School Director and the Dean}

Early March	Dean confirms candidates mandated for Tenured Faculty Performance Review in the coming academic year with Unit Chairs/School Director.
Mid-March	Unit Chair/School Director notifies candidates of upcoming review and offers guidance in preparation of review materials and discussion of procedures for review. An electronic folder will be provided for candidate uploads of the review materials.
10/11/2024	Candidates have the option of posting their dossier components far in advance of this date but must submit all dossier information into the prescribed electronic format by this date. Each URC may begin the internal review process as soon as the dossier is available. 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 October.
1/17/2025	Each URC sends its report to the Unit Chair/School Director and meets with Unit Chair/School Director for discussion.
2/21/2025	Unit Chair/School Director completes his/her/their review and any proposed development plans and submits recommendation to Dean.
4/11/2025	Dean notifies candidate and Associate Vice Chancellor of decision.