

## 2025 PROMOTION (Full Professor) TIMELINE AND SCHEDULE

<b>DEADLINE *</b> (No Later Than Date)	<b>ACTION</b>
Spring 2025	Department head contacts external reviewers to request external letters for promotion candidates. <i>(External letters are only required for 6<sup>th</sup> year reviews and promotion to Full Professor.)</i>
July 15, 2025	Provost Office issues call to colleges for list of candidates being considered for promotion to full professor. List needs to include 1) name of candidate and candidate's department; 2) type of review; 3) names of full professors in the candidate's department; and, 3) names of College Ad Hoc Full Professor Committee members. <i>(Adhoc committee is only needed for candidates being considered for promotion to full professor.)</i>
August 1, 2025	Last date for colleges to submit names of candidates to the Provost Office for individuals being considered for promotion to full professor. List must include 1) candidate's name and candidate's department; 2) type of review; 3) names of full professors in the candidate's department; and, 3) names of College Ad Hoc Full Professor Committee members. <i>(Adhoc committee only needed for candidates being considered for promotion to full professor.)</i>
August 31, 2025	Department head and candidate granted full access to candidate's D2L shell.
September 30, 2025	Last date for candidates to have full access to their D2L shell. Candidate's access removed after this date. Department head will continue to have full access to the candidate's D2L shell.
October 7, 2025	Last date for department head to add external letters to candidate's D2L shell.
October 8, 2025	Department head invites full professors in the candidate's department to provide written input regarding the candidate's qualifications citing evidence from the candidate's dossier. Full professors in the department are granted viewing access only to the candidate's D2L shell.
October 22, 2025	Last date for full professors to submit their written evaluations to the department head for inclusion in the dossier. Full professors viewing access is removed on this date.
November 13, 2025	Last date for the department head to upload the department head's recommendation letter <u>AND</u> full professors' written evaluations to the candidate's D2L shell.

November 14, 2025	Department head's access to candidate's shell is removed.
November 15, 2025	Dean and college administrative assistant are granted full access to candidate's shell. ( <i>College administrative assistant begins review to ensure portfolio is accurate and complete.</i> )
November 16, 2025	Dean gives College Ad Hoc Full Professor committee its charge.
November 17, 2025	College Ad Hoc Full Professor committee members are granted access to candidate's D2L shell.
December 1, 2025	Last date for College Ad Hoc Full Professor Committee to vote.
December 8, 2025	Last date for Chair of College Ad Hoc Full Professor Committee to upload the Ad Hoc Full Professor Committee's recommendation report to the candidate's D2L shell.
December 9, 2025	Last date for College Ad Hoc Full Professor Committee members to have access to the candidate's D2L shell.
January 6, 2026	Last date for dean to upload dean's recommendation letter to the candidate's D2L shell. ( <i>College administrative assistant completes review ensuring portfolio is accurate and complete.</i> )
January 6, 2026	Last date for dean to notify candidate of dean's recommendation.
January 7, 2026	Last date for dean to have full access to candidate's shell. Dean's access changed to view only on this date.
January 7, 2026	University Tenure and Promotion Committee members are granted viewing access only to the D2L shells (including Cynthia Rhodes, Leslie Horn & Crystal Sutton).
January 8-29, 2026	University Tenure and Promotion Committee to review, meet and discuss promotion candidates.
January 30, 2026	Last date for University Tenure and Promotion Committee to complete its review and notify Provost of recommendations for each candidate.
January 31, 2026	University Tenure and Promotion Committee members access is removed after this date (except the Provost and Cynthia).
February 1-14, 2026	Provost Review
February 14, 2026	Provost to notify candidates of provost's recommendation to the President.
February 15-28, 2026	President Review
March 1, 2026	President to notify candidates of president's recommendation to the Board of Regents/Chancellor.

**\*IF THE DEADLINE FALLS ON A WEEKEND OR HOLIDAY, THE DUE DATE IS THE NEXT BUSINESS DAY.**