PROBATIONARY REVIEWS
(4TH & 6TH Year)
TIMELINE & SCHEDULE
(For promotion to full professor, please see separate timeline and schedule.)

DEADLINE * (No Later Than Date)	ACTION
Spring 2025	Department Head contacts external reviewers to request external letters for 4th & 6th year probationary candidates. *(External letters are only required for 6th year reviews and promotion to Full Professor.)*
July 15, 2025	Provost Office issues call to colleges for lists of 4th year and 6th year probationary candidates. List needs to include 1) name of candidate and candidate's department; 2) type of review; 3) names of Department T&P Committee members; and, 3) names of College T&P Committee members.
August 1, 2025	Last date for colleges to submit candidate names to the Provost Office for 4th year, 6th year probationary reviews. List must include 1) candidate's name and candidate's department; 2) type of review; 3) names of Department T&P Committee members; and, 3) names of College T&P Committee members.
August 31, 2025	Department head and candidate are granted full access to candidate's D2L shell.
September 30, 2025	Last date for candidate to have 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 heads to add external letters to candidate's D2L shell. *(External letters are only required for 6th year reviews and promotion to Full Professor.)*
October 8, 2025	Department T&P Committee members granted access to 4th & 6th year probationary review candidates' D2L shell. (*Not applicable to promotion to Full Professor candidate reviews.*)
October 22, 2025	Last date for Department T&P Committee members to have access to candidate's D2L shell. (*Not applicable to promotion to Full Professor candidate reviews.*)
October 29, 2025	Last date for Chair of Department T&P Committee to upload the Chair's summary report to candidate's D2L shell. Chair's access will be removed after this date. (*Not applicable to promotion to Full Professor candidate reviews.*)
November 13, 2025	Last date for department head to submit department head's recommendation letter to candidate's D2L shell.
November 14, 2025	Department head's access to candidate's D2L shell removed.

November 15, 2025	Dean and college administrative assistant are granted full access to candidate's shell. *(College administrative assistant begins review to ensure portfolio is accurate and complete.)*
November 16, 2025	Dean gives College T&P Committee its charge.
November 17, 2025	College T&P committee members are granted access to candidate's D2L shell.
December 1, 2025	Last date for College T&P Committee members to upload their ballots to the candidate's D2L shell.
December 8, 2025	Last date for Chair of College T&P Committee to upload the Chair's summary report to the candidate's D2L shell.
December 9, 2025	Last date for College T&P Committee members to have access to the candidate's D2L shell. Access removed after this date.
January 6, 2026	Last date for dean to submit dean's recommendation letter to the candidate's D2L shell. *(College administrative assistant completes review ensuring portfolio is accurate and complete.)*
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 to the candidate's D2L shell is changed from full to view only on this date.
January 7, 2026	University Tenure and Promotion Committee members are granted viewing access to all candidates' shells (including Provost Staff: Cynthia Rhodes, Leslie Horn & Crystal Sutton).
January 8-29, 2026	University Tenure and Promotion Committee to review, meet, and discuss probationary and promotion candidates.
January 30, 2026	Last date for University Tenure and Promotion Committee to complete its review and notify Provost of recommendation for each candidate.
January 31, 2026	University Tenure and Promotion Committee members' viewing access removed after this date (except the Provost and Cynthia).
February 1, 2026	Provost Review
February 14, 2026	Provost to notify candidates of provost's recommendation to the President.
February 15, 2026	President Review
March 1, 2026	President to notify candidate 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.