

Appendix III: Rank and Tenure Annual Timeline

Below is the annual timeline for the rank and tenure process as referenced in [Section 23](#). If any deadline falls on a weekend or a day the University is closed, the deadline moves to the earliest next weekday that the University is open as per [Section 32](#).

August 31	Deadline for promulgation of instructions for submission of and access to all materials to the University-provided system by the Provost/SVPAA
September 22	for tenure and/or promotion due to Provost/SVPAA (see Section 23.2)
September 30	Deadline for appointments to the Due Process Committee by the Provost/SVPAA (see Section 25.3) Deadline for notification to Eligible Voting Members if the department chair is a candidate for promotion by the Provost/SVPAA (see Section 23.1)

October 22

	<p>Voting Members who participated in the meeting(s) to evaluate the candidate (see Section 23.4)</p> <p>report of candidate, if applicable, to the University-provided system (see Section 23.4)</p> <p>physical supporting materials, if any, and dated addenda to the home dean (see Section 23.3)</p>
December 2	<p>Candidate and Provost/SVPAA granted access to departmental individual recommendations (if any), and recommendations (if any) from academic dean(s) other than the home dean.</p> <p>Home dean granted access to departmental summary report, recommendations (if any)</p>
December 2-December 15	Home dean evaluation period
December 15	<p>evaluation report of candidate to the University-provided system (see Section 23.7)</p> <p>materials, if any, and dated addenda to the Provost/SVPAA (see Section 23.7)</p>
December 16 until Board on Rank and Tenure (BRT) hearing dates	<p>evaluation report.</p> <p>BRT granted access to all evaluation materials including a evaluation, other evaluative documents, and the evaluation file (see Appendix I)</p>
10 days prior to first BRT deliberation	except directly from the candidate (See Appendix I.A.2)
January 31	<p>Appendix II.C.4)</p> <p>President granted access to all evaluation materials including a documents, and the evaluation file.</p>

Note, an applicant has exactly 30 days from notification to appeal based on new evidence in writing to the BRT (see Section 25.0).