

**Suggested Timelines <sup>[1]</sup> for Standard Academic-Year and Calendar-Year Appointments:  
Departmental Review of Tenure-Track Faculty for Promotion to Tenured Professor**

Appointment Timeline		Step
Academic Year	Calendar Year	<p align="center"><i>*If a deadline falls on a weekend or a holiday, it becomes the next business day.</i></p> <p align="center"><i>**“July 1(AY)/January 1 (CY)” refers to a July 1 <u>academic year</u> (AY) deadline and a January 1 <u>calendar year</u> (CY) deadline.</i></p>
June	June	Prior to the beginning of candidates’ penultimate year of appointment, chairs receive letters from the associate dean for the division/SEAS indicating which tenure-track faculty (both calendar-year and academic-year appointees) are eligible for review.
July 1	January 1	<p>The official start of the tenure review process. Proximate to this date, the divisional/SEAS associate dean sends a letter to the candidate informing them that this is the year of their tenure review, that July 1 (AY)/January (CY) 1 constitutes the official start of their review process, that the next step is for the candidate to meet with their department chair to discuss the review process and necessary materials, that the candidate’s materials are due to the department by September 1 (AY)/March 1 (CY), and that the steps of the entire review process are available in the <i>FAS Appointment and Promotion Handbook</i>.</p> <p><i>Note: September 1 (AY) /March 1 (CY) (or the next business day, as appropriate) is the deadline for candidates whose birth- or adoption-date falls no later than October 1(AY)/April 1 (CY) (or the next business day) to notify their divisional/SEAS associate dean that they would like to have the automatic appointment extension and review postponement that the FAS grants to expecting parents.</i></p>
In July	In January	The chair and candidate meet to discuss the review process and the materials needed for the review. The chair reminds the candidate to submit all of their materials by September 1 (AY)/March 1 (CY).
September 1	March 1	Deadline for candidates to submit all of their materials to departments, and deadline for eligible candidates to notify their associate dean that they would like the automatic appointment extension and review postponement that the FAS grants to expecting parents.
By early September	By early March	<p>Department chairs request approval of review committee membership from divisional deans. After approval, chairs appoint the review committees.</p> <p>Departments compile summary teaching charts and gather materials on the candidates’ performance as advisors and mentors of undergraduates, graduate students, and, as relevant, postdoctoral fellows.</p>

September/ October	March/ April	<p>Review committees consider the candidates' materials and present the cases to the departments. The tenured faculty members in the departments then discuss and decide whether the cases warrant further review.</p> <p>If the departments are recommending further review, the chairs request divisional dean authorization to collect evaluation letters, submitting for divisional dean approval drafts of the review letters to arm's-length external letter writers, any solicitation letters to collaborators or mentors or "internal external" evaluators, proposed recipient lists, and (if departments choose to send initial inquiries) the initial inquiry emails.</p> <p>Departments send approved letters to approved recipient lists. Departments should give the arm's-length external letter writers at least six to eight weeks to prepare their letters (dating from the mailing of the review letter), depending on the volume of materials under review.</p>
Early January	August	Expected date of replies from letter writers.
January/ February	September	<p>Tenured members of departments review dossiers and vote on whether to recommend promotions. A favorable vote does not have to be unanimous but must comprise affirmative votes by a significant majority of the tenured faculty in the department.</p> <p>If the recommendations are positive, departments finalize dossiers for submission to Faculty Affairs. Each tenured member of the department submits a confidential letter to the Edgerley Family Dean of the FAS regarding the case.</p>
March 1	October 1	Deadline for submission of promotion dossiers to Faculty Affairs.
March-June	October- December	Review, as appropriate, by divisional deans, the Committee on Appointments and Promotions, <i>ad hoc</i> committees, and the President, followed by notification to candidates about the outcomes.

[1] With the exception of deadlines, timing may vary due to circumstances. For example, a department chair may meet with a candidate before July to discuss the review process if that is deemed helpful.