



Costello College of Business

Promotion to Tenure and Tenured Rank Promotion Consideration Schedule – AY25

Key Dates are as follows:

Task	Due Date
1. Dean's office provides names of eligible Faculty member(s) to Area Chairs.	Monday, May 20 th
2. Area Chairs notify eligible faculty members (last possible year) and send call out to see if any other tenure-track faculty want to go up early and/or if any tenured faculty want to seek promotion. Area Chair provides overview of process based on P&T document and this schedule.	Monday, May 20 th
3. Faculty member(s) informs Area Chair and Dean's Office (Kevin Ford) if he/she wishes to seek promotion/tenure.	Friday, May 24 th
4. Dean's office (Kevin Ford) provides information to both faculty member and Area Chair on what materials are needed for the external review packet, and those needed for electronic full P&T dossier and due dates. Candidates Interfolio case is created and candidate is granted access.	Wednesday, May 29 th
5. Dean's office (Kevin Ford) informs Provost of Faculty members going up for P&T.	Thursday, May 30 th
6. Faculty member(s) provides their Area Chair and the Dean's Office a list of 5 external reviewers, as well as up to 2 individuals to exclude from the Areas List of External Reviewers (if applicable) via an External Writer Tracking Form provided to them by the Dean's office. Faculty members may also suggest up to 2 collaborator names to submit collaborator letters if desired. The Area Chair creates their own list of reviewers (minimum of 5, maximum of 6), as well as a backup list of additional names. The Area Chair makes initial contact with <u>all potential reviewers</u> to determine their willingness to serve based on the timeline and when letters are due (August 30th). If an insufficient number of reviewers agree to serve from that list, the Chair either utilizes their own backups or requests backup names from the candidate until enough reviewers agree to serve. A full list of reviewers who have agreed to serve is due to the Dean's Office by Friday, June 14 th .	Friday, June 7 th
7. Area Chair provides Dean's office (Kevin Ford) list of names of 1st Level Review Committee. Newly elected PT&R Committee provides Dean's Office (Kevin Ford) list of committee members eligible to serve on the 2 nd Level Review Committee. For full promotion cases, committees will be formed according to the guidelines in the P&T document and Faculty handbook. Interfolio training information is sent to faculty and committee members.	Friday, June 14 th
8. Area Chair provides the final list of external reviewers who have agreed to serve each candidate to the Dean's Office (Kevin Ford) by this date. This list should make a distinction between which reviewers were provided by the faculty, and which were provided by the Area.	Friday, June 14 th
9. Candidate provides to Dean's Office (Kevin Ford) electronic external review packet: vita, statement of research, and at least 3 publications via Interfolio submission in the "Other" section.	Friday, June 14 th
10. Dean's Office sends out packet and cover letter to external reviewers, due back August 30 th .	Friday, June 21 st
11. Letters from external reviewers are due. Dean's Office contacts reviewers whose letters have yet to be returned.	Friday, August 30 th
12. Faculty member(s) finalizes electronic full P&T documentation package in Interfolio following format provided by Provost Office, including materials specified by the P&T document.	Tuesday, September 3 rd



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13. Area Level Area Committee is notified that their review can begin in Interfolio.	Friday, September 6 th
14. Area Level Area committee submit sealed recommendation to Dean's Office admin (Kevin Ford) and faculty member in Interfolio. Faculty member is given one week to decide whether to continue.	Friday, October 11 th
15. Faculty member notifies Dean's Office admin if they wish to continue to PT&R level review. If faculty member elects to continue, the Area Level Review letter is opened, scanned, and saved to their Interfolio case for PT&R committee review. PT&R committee are notified that their review can begin in Interfolio.	Friday, October 18 th
16. PT&R Committee submits recommendation in Interfolio to the Dean's Office admin, Faculty member, and 1 st level committee. Faculty member is given one week to decide whether to continue.	Friday, November 22 nd
17. Faculty member notifies Dean's Office admin if s/he wishes to continue the process. If faculty member elects to continue, the PT&R recommendation is saved to their Interfolio case and moved forward to Dean's level review. The Dean is notified that the Dean level review can begin.	Tuesday, November 26 th
18. Dean makes recommendation. The Area Level committee, PT&R committee, and faculty member are notified. Faculty member is given one week to decide whether to continue.	Tuesday, January 21 st
19. Faculty member notifies Dean's Office admin if they wish to continue the process. If faculty member elects to continue, the Dean's office will submit their complete dossier to the Provost in Interfolio.	Tuesday, January 28 th
20. Board of Visitors will meet and take action on Promotion and Tenure Recommendations.	May 2025

Updated 5/21/2024