

Tenure Track Renewal Consideration Schedule for AY 25-26

Key Dates are as follows:

Task	Due Date
1. Dean's office provides names of eligible Faculty member(s) to Area Chairs.	Tuesday, May 20 th
2. Area Chairs notify eligible faculty members.	Tuesday, May 20 th
3. Faculty member(s) inform Area Chair and Dean's Office (Mira Sharma) if they wish to seek tenure track renewal. Dean's Office confirms the Area level committee with Area Chair.	Friday, August 22 nd
4. Dean's office (Mira Sharma) provides information to both faculty member and Area Chair on what materials are needed and creates Interfolio casebooks for all cases.	Friday, August 29 th
5. Dean's office sends list of renewal cases to the Provost's office.	Friday, August 29 th
6. Faculty Member uploads electronic documentation package to Interfolio following format provided by Provost Office. Dean's Office reminds faculty of CDE training requirement.	Tuesday, January 6 th
7. Dean's Office (Mira Sharma) notifies Area committee that electronic package is ready for their review.	Thursday, January 8 th
8. Area committee makes recommendation. Area Chair forwards sealed recommendation letter to the faculty member and Dean's Office (Mira Sharma). Faculty Member is given one week to decide whether to continue.	Friday, January 30 th
9. Faculty member notifies Dean's Office admin if they wish to continue the process. If faculty member elects to continue, letter is uploaded to Interfolio for Dean review.	Friday, February 6 st
10. Dean makes recommendation. Dean's Office completes recommendation form. Area level committee chair and faculty member are notified. Faculty member is given one week to decide whether to continue.	Friday, February 27 th
11. Faculty member notifies Dean's Office admin if they wish to continue the process.	Friday, March 6 th
12. If faculty member elects to continue, the Dean's office will submit the completed Interfolio casebook to the Provost's office.	Friday, March 6 th
13. The Provost will act on the recommendation for renewal or non-renewal.	Wednesday, April 15 th