

Term Promotion Consideration Schedule for AY 25-26

Key Dates are as follows:

Task	Due Date
1. Dean's office provides names of term faculty who are eligible for promotion (faculty who have served five years of service in the current rank, per the Faculty Handbook) to Area Chairs.	Tuesday, May 20 th
2. Area Chairs reach out to eligible faculty to find out who is interested in proceeding.	Tuesday, May 20 th
3. Area Chair submits names of faculty who will proceed with Term Rank Promotion case and confirms Area level committee. Term Promotion Committee (TPC) provides 2 nd level committee names.	Friday, May 23 th
4. Dean's Office (Mira Sharma) provides information to faculty members and Area Chairs on what materials are needed and creates Interfolio case for faculty members.	Friday May 30 th
5. Interfolio training information is sent to faculty and committee members.	Friday, June 13 th
6. Faculty Member uploads electronic documentation package to Interfolio. Dean's office (Mira Sharma) forwards Interfolio case to Area committee so their review can begin.	Friday, August 22 nd
7. Dean's office (Mira Sharma) forwards Interfolio case to Area committee so their review can begin.	Wednesday, August 27 th
8. Area committee recommendation sent to faculty member and Dean's Office. Faculty member is given one week to decide whether to continue.	Friday, September 12 th
9. Faculty member(s) informs Area Chair and Dean's office (Mira Sharma) if they wish to continue to seek promotion. If faculty member elects to continue, the area recommendation is saved to their Interfolio case for Term Promotion committee review. TPC is notified their review can begin in Interfolio.	Friday, September 19 th
10. TPC recommendation sent to faculty member and Dean's Office. Faculty member is given one week to decide whether to continue.	Friday, October 10 th
11. Faculty member(s) informs TPC chair and Dean's office (Mira Sharma) if they wish to continue to seek promotion. If faculty member elects to continue, the area recommendation is saved to their Interfolio case for Dean review. Dean is notified their review can begin in Interfolio.	Friday, October 17 th
12. Dean's office will submit completed Interfolio casebook that includes Area and Term Promotion committee recommendation letters as well as the Dean level recommendation for Provost review.	Friday, October 31 st
13. Provost informs faculty member on promotion decision.	Friday, December 15 th