

## Promotion to Tenure and Tenured Rank Promotion 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 <sup>th</sup>
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.	Tuesday, May 20 <sup>th</sup>
3. Faculty member(s) informs Area Chair and Dean's Office (Mira Sharma) if he/she wishes to seek promotion/tenure.	Friday, May 23 <sup>th</sup>
4. Dean's office (Mira Sharma) 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.	Friday, May 30 <sup>th</sup>
5. Dean's office (Mira Sharma) informs Provost of Faculty members going up for P&T.	Friday, May 30 <sup>th</sup>
6. Faculty member(s) provides their Area Chair/First Level Committee Chair and the Dean's Office the names of at least four independent external reviewers (no co-authors, or dissertation-committee members) on the external letter writer tracking form. This will be combined with at least six more names, provided by the candidate's first-level review committee, to form a pool of reviewers which is contacted by the Dean in a request to assess the candidate's scholarship. The final pool must include at least five referees and cannot be comprised of more than 40% of referees from the candidate list. The Area/Committee 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 29th). 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 13 <sup>th</sup> .	Friday, June 6 <sup>th</sup>
7. Area Chair provides Dean's office (Mira Sharma) list of names of 1st Level Review Committee. Newly elected PT&R Committee provides Dean's Office (Mira Sharma) list of committee members eligible to serve on the 2nd 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 can be found here: <a href="https://provost.gmu.edu/faculty/mason-faculty-activity-and-collaboration-tools">https://provost.gmu.edu/faculty/mason-faculty-activity-and-collaboration-tools</a>	Friday, June 13 <sup>th</sup>
8. Area Chair provides the final list of external reviewers who have agreed to serve for each candidate to the Dean's Office (Mira Sharma) 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 13 <sup>th</sup>

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9. Candidate provides to Dean's Office (Mira Sharma) electronic external review packet: vita, statement of research, and at least 3 publications via Interfolio submission in the "Other" section.	Friday, June 13 <sup>th</sup>
10. Dean's Office sends out packet and cover letter to external reviewers, due back August 29 <sup>th</sup> .	Friday, June 20 <sup>st</sup>
11. Letters from external reviewers are due. Dean's Office contacts reviewers whose letters have yet to be returned.	Friday, August 29 <sup>th</sup>
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 2 <sup>nd</sup>
13. Area Level Area Committee is notified that their review can begin in Interfolio.	Friday, September 5 <sup>th</sup>
14. Area Level Area committee submit recommendation to Dean's Office admin (Mira Sharma) and faculty member in Interfolio. Faculty member is given one week to decide whether to continue.	Friday, October 10 <sup>th</sup>
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 saved to their Interfolio case for PT&R committee review. PT&R committee are notified that their review can begin in Interfolio.	Friday, October 17 <sup>th</sup>
16. PT&R Committee submits recommendation to the Dean's Office admin, Faculty member, and 1 <sup>st</sup> level committee. Faculty member is given one week to decide whether to continue.	Friday, November 21 <sup>st</sup>
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.	Monday, December 1 <sup>st</sup>
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.	Friday, January 23 <sup>rd</sup>
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.	Friday, January 30 <sup>th</sup>
20. Board of Visitors will meet and take action on Promotion and Tenure Recommendations.	May 2026