

CAFNR Promotion and Tenure Process Timeline* (Rev. 4/6/2022)

The [Provost's Call Letter](#) is historically published annually in March. Please review the Call Letter carefully and refer to it as case packet is prepared.

NOTE: Deadlines in **red** are established by the Dean's Office or the Provost's Office. Deadlines highlighted in **GOLD** are coded in the RPT system. Dates in **black** are suggested by the Dean's Office; please **check with division office to confirm division deadlines!**

Notice of Intent	Feb. 1	Candidate notifies division director of intent; meeting scheduled
External Review Process (5 months)	Feb. 15	Candidate and division faculty submit names of possible external reviewers to division director
	Mar. 1	Director sends out requests to external reviewers
	Mar. 15	Candidate information uploaded in University's Review, Promotion and Tenure (RPT) system for external reviewers (<i>refer to Provost's Promotion and Tenure Call</i>)
	June 1	Link to materials provided to external reviewers via email sent through RPT system
	July 31	External review letters due and added to RPT system
Submission of Case Packet (6 months)	Aug. 1	Candidate case packet due in RPT system
	Aug. 1-14	Division case manager review of case packet to verify the case is ready to move forward
	<i>Ongoing</i>	<i>Updates to case packet after Aug. 1 should be submitted to the Division (to be uploaded to the RPT system at the current level in the process, i.e., division, college/dean, provost)</i>
Division Review (8.5 weeks)	Aug. 15	Access to case packet in RPT system provided to division P&T committee and tenured faculty in the Division at the rank of the promotion and above
	Aug. 21	Comments by appropriate divisional faculty compiled by division P&T committee
	Sept. 12	Division P&T committee recommendation letter and record of votes due in RPT system
	Sept. 13	Letter due to division director in RPT system
	Sept. 13-25	Divisional hearing, if requested by candidate after negative recommendation; letter and record of votes is added to RPT system after hearing
	Sept. 29	Division director recommendation letter due and added to case packet in RPT system
	Sept. 30	Case packet for faculty with positive recommendation due to CAFNR deans in RPT system
	Sept. 30-Oct. 12	Director hearing, if requested by candidate after negative vote(s) or recommendation; letter and record of votes added to RPT system after hearing
CAFNR P&T Committee Review (7 weeks)	Oct. 13	Case packet for faculty requesting hearing due to CAFNR Deans in RPT system
	Sept. 15	CAFNR P&T Committee organizational meeting no later than Sept. 15 (<i>receive Dean's charge, elect committee chair and assign case reviewers</i>)
	Oct. 1	CAFNR P&T Committee given access in RPT system to case packets forwarded to the Dean on Sept. 30
	Oct. 14	CAFNR P&T Committee given access in RPT system to case packets forwarded to the Dean on Oct. 13
	Oct. 1-Nov. 10	CAFNR P&T Committee completes and uploads recommendation letters to RPT system and records votes in RPT system
	Nov. 11	CAFNR P&T Committee recommendation letter due to candidate, division director and Dean's office
	Nov. 11-18	CAFNR P&T Committee hearing, if requested by candidate after negative vote(s) or recommendation
CAFNR Dean's Review (4.5 weeks)	Nov. 25	CAFNR P&T Committee letter and record of vote uploaded to RPT system after hearing
	Nov. 12-29	CAFNR Deans review final case packets
	Nov. 30	CAFNR Dean recommendation letter added to RPT system
	Dec. 1-Dec. 12	CAFNR Dean hearing, if requested by candidate after negative recommendation
Case Packet to Provost	Dec. 14	CAFNR Dean post-hearing letter due in RPT system
	Dec. 15	Fully complete case packets are due in RPT system by 5:00 p.m.
Effective Date	Sept. 1 (the following year)	New appointment effective (with favorable decision by the Chancellor)

*Dates may change to reflect updates to the Provost's Promotion and Tenure Call or changes to the University or CAFNR processes and procedures.

**Except for Provost due dates, if a date falls on a weekend or holiday, the deadline is the first business day following the weekend/holiday.