Memorandum

Vice President   *Office of Academic Affairs*

TO: Faculty

FROM: Dr. Adolfo Santos
             Executive Vice President for Academic Affairs and Provost

RE.:   Promotion and Tenure Applications – Spring 2025

DATE: August 6, 2024

Please see the following timeline for submission of documentation for promotion and/or tenure applications. Please note all recommendations are forwarded with the portfolio as the application proceeds through the process until it reaches the President. Should a negative recommendation be received and the applicant wishes to withdraw his/her application, it is the responsibility of the applicant to request the portfolio be pulled from consideration. Otherwise, the portfolio will continue through the process.

Please note the deadlines outlined below are to ensure fairness in the promotion and tenure process for all applicants. The newly established timeline was determined by the Faculty Senate in conjunction with the President. The responsible party should also remember to <u>forward to the applicant a copy of each recommendation</u> as appropriate.

January 17, 2025	All promotion and/or tenure electronic portfolio applications due by NOON CDT (regardless of Faculty Handbook selection). No exceptions will be allowed. Department Head (or Dean if the applicant is a department head) uploads the electronic portfolios by 5:00 p.m. CDT to the I drive Promotion and Tenure repository.
January 31, 2025	Departmental Promotion and Tenure Committee (when appropriate) forwards recommendations to Department Head by NOON CDT. Department Head (or Dean if the applicant is a department head) uploads the DPTC recommendations to the appropriate applicants' application in the I drive Promotion and Tenure repository by 5:00 p.m. CDT.
February 14, 2025	Department Head uploads recommendations to Dean by 5:00 p.m. CDT in the I drive Promotion and Tenure repository.
February 28, 2025	Dean uploads recommendations to the University Promotion and Tenure Committee (UPTC) by 5:00 p.m. CST in the I drive Promotion and Tenure repository.
March 14, 2025	UPTC forwards recommendations to the Vice President for Academic Affairs by 12:00 noon CST.
March 14, 2025	Academic Affairs uploads UPTC recommendations by 5:00 p.m. CST in the I drive Promotion and Tenure repository.

April 11, 2025   Vice President/Academic Affairs uploads recommendations to the President by 5:00 p.m. CST to the I drive Promotion and Tenure repository.

April 25, 2025   President notifies candidates of recommendations by letter by 5:00 p.m. CST.

April 28, 2025   Academic Affairs uploads President's recommendations by 5:00 p.m. CST to the I drive Promotion and Tenure repository.

June 19, 2025*   Board of Trustees' action on recommendations for promotion and tenure.

June 20, 2025*   Academic Affairs notifies applicants of Board actions by emailed letter and uploads Board actions by 5:00 p.m. CDT to the I drive Promotion and Tenure repository.

*If the Board of Trustees' meeting dates do not allow for an early May meeting and a Special meeting is not scheduled, the dates when board action is taken and applicants are informed may be delayed until the next scheduled meeting of the Board.

University Promotion and Tenure Committee 2024-2025 members will be denoted on the Standing Committee list found on the Academic Affairs website.

If you have questions, please advise.

AS:ae