

COLLEGE OF ARTS & SCIENCES 2024/25 PROMOTION TO PROFESSOR REVIEWS*

See the [CAS Faculty and Staff Handbook](#) for full explanation of policies and procedures

Please note that this calendar outlines dates for college level deadlines. The department should set clear internal deadlines to ensure that the below deadlines are met, especially in regards to materials submitted to the department by the candidate.

2023	
Before September 15	Potential candidates for review for promotion to Professor during 2024/25 and the department chair discuss whether to proceed at this time. Further, they discuss the process and develop a schedule that will enable the submission of all appropriate materials at the appropriate time in the best possible condition. If there is a question or disagreement about whether the application for promotion is likely to be successful at this time, the appropriate Associate Dean of the Faculty should be consulted.
September 15	Potential candidates for review for promotion to Professor during 2024/25 inform the Tenure & Promotion Coordinator , after discussion with departmental Chair, that they are considering putting themselves forward for consideration. At this point, candidates do not need to know for sure whether or not they will come up for review. Department or candidate submits an updated CV electronically to the Tenure & Promotion Coordinator for initial review by the appropriate Associate Dean of the Faculty.
September 19	Information session for all potential promotion to Professor candidates (candidates only).
October 6	Deadline for official notification of both the department Chair and the Tenure & Promotion Coordinator whether the faculty member will be a candidate for promotion in this cycle. Dean sends letter confirming that candidate will be reviewed for promotion to Professor in the 2023/24 cycle.
October 12	Information session for all Department Chairs and departmental tenure & promotion coordinators (most commonly the Department Administrator) with 2024/25 tenure and promotion or promotion to Professor cases.
November 3	Department submits list of 12-15 potential core external evaluators to the Tenure & Promotion Coordinator . Department submits Candidate Information Sheet to Tenure & Promotion Coordinator. Department also submits electronic CV to the Tenure & Promotion Coordinator - This is the final version of the CV that will be seen by external evaluators. Updates may be submitted separately.
November 17	Department submits website ** (containing CV, research statement, and a sample of 5-12 significant publications since last promotion) to be sent to external evaluators to the Tenure & Promotion Coordinator . Any hardcopy books or manuscripts for the evaluators should also be submitted to the Tenure & Promotion Coordinator at this time. The Tenure & Promotion Coordinator invites external evaluators to participate in the reviews as soon as possible.
2024	
Spring Semester	Student letters should be solicited early in the semester.
March 8	Deadline to send updates to external evaluators, via the Tenure & Promotion Coordinator .
March 15	External evaluator letters are due to CAS. They are posted on the CAS T&P web server ** as received, accessible to the Chair and departmental tenure & promotion coordinators.
April – timing dependent on dept. meetings	Candidate submits completed Part II to the department. Any supporting materials that the department may need to be able to make an informed decision on the case should also be submitted at this time.
May 24	Department report (full and redacted) due to the Tenure & Promotion Coordinator. Cover Page for Board of Trustees form should be completed and emailed to the Tenure & Promotion Coordinator as a word doc. Parts I, II, and III (including student letters, classroom visit reports, and core letter profile forms) are uploaded to the CAS T&P web server . The redacted report should be emailed to the Tenure & Promotion Coordinator as a word doc with tracked changes.

By June 14	Candidate receives redacted department report from the Tenure & Promotion Coordinator.
July 26	Department posts the candidate's publications, supporting materials, and student course evaluations on the CAS T&P web server . <i>Only materials since the candidate's last promotion should be included.</i>
August 23	Department uploads candidate's Fall 2023 syllabi and teaching schedule to the CAS T&P web server .
Sept-Nov	CAS APT reviews candidates for promotion to Professor. A redacted report is forwarded to each candidate as soon as possible. The Dean reviews candidates for promotion to Professor. A redacted report is forwarded to each candidate as soon as possible.
Nov 15	Deadline for submission of all materials to the Provost.
2025	
By March 15	Candidates receive notification of the recommendation of the President.

*Please note that this schedule does not include dates for Tenure and Promotion cases.

**Not all hyperlinks are accessible to candidates.