

Deadlines for 2024-2025 Mandatory Tenure and Promotion Process

<u>Date</u>	<u>To be completed</u>
Unit Deadline	Faculty scheduled for a mandatory tenure and promotion review request a review committee. Use the guidelines indicated in the UW Tacoma Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.
June 15	Dean submits names of candidates to be reviewed and membership of review committees for the academic year to UW Tacoma AHR (Forms TP-1 and TP-2). The Dean will work with the candidate and the review committee to identify external reviewers. See "External Review" in the UW Tacoma Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.
June 15	Candidate submits CV, narrative, and other selected materials to Dean and review committee for inclusion in package sent to external reviewers.
June 15	External reviewers selected and contacted.
July 3	Reviewer materials sent to external reviewers.
September 16	Candidate's complete file submitted to Dean's Office. External reviews added to candidate's file and file is checked for completeness with UW Tacoma AHR.
September 30	Review Committee recommendation submitted to Dean's Office to add to candidate's file [Form TP-3].
October 3	Dean provides candidate with summary of Review Committee recommendation [TP3].
October 10	Candidate submits response to Review Committee recommendation (to Dean) within 7 days of receiving summary. If candidate chooses not to respond, he or she must provide a statement that acknowledges the summary was received.
October 16	Voting faculty meets and discusses candidate's application for tenure and/or promotion by or before this date. A formal vote takes place at the meeting or following the meeting, according to the School's established voting procedures. The Dean or Dean's delegate writes a formal, substantive report of the faculty discussion proceedings for the candidate, summarizing the discussion, concerns raised, counter-arguments raised, and the ultimate recommendation (favorable or not favorable). Specific attributions to individuals must be omitted or redacted; vote tallies, if included, <i>may</i> be redacted. If there is uncertainty about the meaning of the votes, the Dean or Dean's delegate should consult with AHR before finalizing the summary document.
<i>October 18</i>	The voting faculty must be informed of and given access to the summary report, and they must have the opportunity to issue corrections and address any omissions within 48 hours. Suggested report-release date to voting faculty for their review: no later than October 18. NEW IN 2024-25: Per revisions to Faculty Code, the report on faculty proceedings is HELD by the Dean, until the Dean's own independent recommendation is sent to the candidate.
September 2024	

- October 30** **The Dean's own independent analysis and recommendation is sent to the candidate, together with the report on faculty discussion and recommendation.**
- Candidate has **7 days** to respond both to the Dean's recommendation and the summary report of the faculty proceedings. The candidate may choose not to substantively respond to either, but they must, at minimum, acknowledge receipt of both recommendations.
- November 6** Optional: Dean may then update recommendation, based on response of candidate. If no candidate response, **Candidate's file submitted to UWT AHR via School folder on Department S: Drive**
- November 11** Dean's recommendation completed and inserted in candidate's file [Form TP-5].
- Candidate's file submitted to UWT AHR via School folder on Department S: Drive**
- AHR provides candidate files to APT committee for review (via One Drive)
- December 4** Deadline for submission of APT Committee's recommendation to EVCAA [TP-6]. [If the EVCAA's initial recommendation is not favorable, he/she discusses the recommendation with the candidate and the candidate may then respond in writing to the EVCAA within seven calendar days of the discussion.]
- December 20** **EVCAA/Chancellor's recommendation and candidate file submitted to Provost.**

Resources:

[UW Tacoma Faculty Handbook, Appendix A: Promotion and Tenure](#)

[UW Tacoma AHR Promotion and Tenure TP forms](#)

[UW Tacoma Promotion Review Process](#)

[UW Tacoma Promotion and Tenure Resources](#)