

Deadlines for 2024/2025 NON-Mandatory Tenure and Promotion Process

Please note: the dates listed here are only guidelines and may vary slightly on a case by case basis.

<p>Unit sets deadline</p>	<p>Per Section 24-54 of the <i>Faculty Code</i>, all eligible faculty shall be informed annually of the opportunity to be considered for promotion by their Director/Dean. See “Requesting a Review Committee” in the UWT Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.</p> <p>Dean submits names of candidates to be reviewed and membership of subcommittee for the academic year to UW Tacoma AHR [Forms TP-1 and TP-2].</p> <p>The Dean will work with the candidate and the subcommittee to identify external reviewers. See “External Review” in the UWT Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.</p> <p>Candidate finalizes promotion file and submits CV, narrative, and other selected materials to Dean's Office and subcommittee for inclusion in package sent to external reviewers.</p> <p>External reviewers selected and contacted.</p>
<p>June 15</p>	<p>Review materials sent to external reviewers.</p>
<p>September 16</p>	<p>Candidate’s complete file, including external reviews, submitted to Dean’s Office. File is checked for completeness with Academic HR.</p>
<p>October 4</p>	<p>Subcommittee recommendation submitted to Dean’s Office to add to candidate’s file [Form TP-3].</p>
<p>October 9</p>	<p>Dean provides candidate with summary of Subcommittee Review recommendation [TP3].</p>
<p>October 16</p>	<p>Candidate submits response to Subcommittee Review 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.</p> <p>Copy of candidates acknowledgment and response is added to the file .</p>
<p>October 30</p>	<p>Voting faculty meet and discusses candidate's application for tenure and promotion by or before this date [TP4]. A formal vote takes place at the meeting or following the meeting, according to the School’s established voting procedures.</p> <p>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</p>

	<p>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.</p>
November 1	<p>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.</p> <p>Suggested report-release date to voting faculty for their review: no later than October 28.</p>
November 7	<p>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.</p>
November 11	<p>The Dean’s own independent analysis and recommendation [Form TP-5] is sent to the candidate, together with the report on faculty discussion and recommendation [Form TP-4].</p> <p>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.</p>
November 18	<p>Candidate optional response due to Dean</p> <p>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</p> <p>Copy of candidates acknowledgment and response is added to the file .</p>
November 26	<p>Dean’s recommendation to EVCAA is completed and inserted in candidate’s file [Form TP-5]. Candidate’s file submitted to AHR for review. Firm deadline.</p> <p>AHR provides the APT Committee access to promotion files.</p>
January 13	<p>Deadline for submission of APT Committee’s recommendation to EVCAA [TP-6].</p> <p>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.</p>
February 18	<p>EVCAA and Chancellor’s recommendation and file forwarded to the Provost. If the decision is not favorable and not mandatory, and the candidate has written a response to the EVCAA, the decision and the candidate’s response will be sent to the Provost for information purposes only.</p> <p>Provost's Office may approve an extension due to extenuating circumstances.</p>

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](#)