

Promotion and/or Tenure Calendar 2024-2025

April/May 2024	Provost's P&T Workshops and Electronic Materials Workshops. Departments are urged to conduct DPC Elections by end of Spring and send results to pandt@uml.edu . TT: Candidates, Chairs, and Deans complete Appendices 1 and 2A-C prior to external review solicitation. Chair solicits external reviews from final list of reviewers. Chair sends TT candidate materials, including completed waiver statement, to confirmed reviewers by last week of May. CL: Candidates provide Chair with contact info. for letters of assessment from clinical sites. Chair solicits letters of assessment from clinical sites.
Mid-June 2024	TT: Chairs who have not received sufficient commitments should solicit additional reviewers.
7/1/24	Candidates request file share folder (link at uml.edu/pandt).
9/1/24	External reviewers submit evaluation, CV, and bio paragraph to Chairs.
9/16/24 5:00pm ET	Deadline for individuals to file for promotion and tenure and to submit all necessary supporting materials for Department Chairpersons (via file share).
9/23/24	Provost's Preparation Meeting for Review Committees, 9:00-11:00am
10/7/24	Deadline for Chairpersons to submit all individual promotion and tenure materials (inclusive of external letters and reviewer information) for Department Personnel Committees.
10/28/24	Deadline for Department Personnel Committees to forward recommendations and personnel materials for Chairpersons.*
11/4/24	Last day for candidates to file responses to recommendations from Departmental Personnel Committees.**
11/12/24	Deadline for Chairs to forward recommendations and personnel materials for College Personnel Committees.*
11/19/24	Last day for candidates to file responses to recommendations from Chairpersons.**
12/2/24	Deadline for College Personnel Committees to forward recommendations and personnel materials for college deans.*
12/9/24	Last day for candidates to file responses to recommendations from College Personnel Committees.**
1/13/25	Deadline for college deans to forward recommendations and personnel materials for the Rank and Tenure Committee.*
1/20/25	Last day for candidates to file responses to recommendations from Deans.**
2/6 and 2/7/25	University Rank and Tenure committee meets to review applications.
2/18/25	Deadline for University Rank and Tenure Committee to forward recommendations and personnel materials for Provost.*
2/25/25	Last day for candidates to file responses to recommendations from Rank and Tenure Committee.**
3/3/25	Deadline for Provost to forward recommendations and personnel materials for Chancellor.*
3/10/25	Last day for candidates to file responses to recommendations from the Provost.**
3/17/25	Deadline for Chancellor to issue list of recommended candidates for tenure and promotion (before appeals).*
3/24/25	Deadline for eligible candidates to submit appeal to Chancellor.
4/7/25	Deadline for Chancellor to issue final list of recommended candidates for tenure and promotion to the Board of Trustees (after all appeals have taken place).

* Recommendation letters must be emailed to pandt@uml.edu for upload.

** Candidates should email response letters to [pandt@uml](mailto:pandt@uml.edu) for upload.