

**Calendars for Tenure, Promotion, and Certificate of Continuous Employment  
2020 - 2021**

**Candidates for Tenure, Concurrent Tenure and Promotion (all ranks), and CCE**

Consideration by Department begins for candidates in the 6 <sup>th</sup> year (if on tenure-track) or 4 <sup>th</sup> year (if on CCE line). Interfolio cases should be open for candidates	March 6, 2020
Review packets sent to outside evaluators through Interfolio.	May 6, 2020
External letters of evaluation due.	August 27, 2020
Department recommendations due to School Deans with supporting materials move through Interfolio. Notification of candidates by Department Chair.	September 11, 2020
School recommendations to the President and Provost. Two hard copies of candidates' materials should be forwarded to the Provost Office and cases should be moved through Interfolio to the Provost Office review step.	September 29, 2020
President charges Tenure Appeals Subcommittee.	October 13, 2020
Appeals Subcommittee report to FP&B.	October 20, 2020
Vote by FP&B on tenure, concurrent tenure and promotion, and CCE.	November 3, 10, 17, 24, 2020
Candidates not recommended for tenure/reappointment must receive notification.	November 24, 2020

**Candidates for promotion only (not concurrent with tenure)**

Nominations to Department P&B and requests for consideration due.	April 1, 2020
Preliminary review of credentials and notification by Department P&B. Promotion review packets sent to external evaluators.	May 1, 2020
External evaluator letters due.	November 3, 2020
Final Department P&B recommendations and supporting materials due to School Deans, and notification to all candidates. Division interviews scheduled at the request of candidate or P&B.	December 9, 2020
School recommendations to the President and Provost. Two copies of candidates' vitae with supporting materials on USB to Provost's Office.	February 10, 2021
All materials (including letters of recommendation) forwarded to Provost's Office for distribution via SharePoint.	February 17, 2021
Vote by FP&B on promotion candidates.	March 16, 30 & April 13, 20, 2021

**All promotions effective August 25, 2021; Tenure & CCE effective September 1, 2021**

***This schedule is intended as a guide – some actual dates may vary.***