

## 2025-2026 Promotion and Tenure UME Timeline

This timeline shows the completion dates for each step of this review process at the department level. It is advisable to submit materials prior to the identified date.

Month	Day	Activity
Jan	18	Agents seeking promotion to Senior Agent with Tenure before their mandatory year must notify Associate Dean, Program Leader and Faculty Affairs Manager by email of their intentions to apply AND include a current CV
		Senior Agents seeking promotion to Principal Agent must notify Associate Dean, Program Leader and Faculty Affairs Manager by email of their intentions to apply AND include a current CV
Feb	3	All promotion candidates receive a briefing letter from Associate Dean
	10	First level APT committee chairs and sub-committees are established and notified
March	1	Associate Dean meets with first level APT committee chairs & vice-chairs, sub-committee chairs & members and program leaders
April	5	Candidates submit 6 names and biographies of qualified external reviewers to the Faculty Affairs Manager and a draft CV
		APT sub-committees submit 6 names and biographies of qualified external reviewers to the Faculty Affairs Manager
	11	External reviewers are vetted and approved by the Associate Dean and First Level Chairs. Faculty Affairs Manager contacts approved reviewers to determine availability and willingness to review
May	19	Candidates submit draft CV and Teaching Portfolio to Faculty Affairs Manager
		Faculty Affairs Manager established BOX folders and uploads electronic CV and Teaching Portfolio for sub- committees to review
June	9	Faculty Affairs Manager sends candidates a draft of summarized clientele and peer teaching evaluations
		Subcommittees meet with Candidates to provide feedback for CV and Teaching Portfolio (if any)
	23	Candidate is presented with Teaching Effectiveness report for review and signature
Candidate is presented with the sample letter sent to external evaluators for review and signature		
July	1	Candidates submit final CV, Teaching Portfolio, 2 Scholarship Items, Personal Statement, and Teaching Effectiveness to Faculty Affairs Manager
		Candidate's materials are uploaded to BOX and Faculty Affairs Manager notifies sub-committees
	8	Candidate's materials are sent to external reviewers
August	5	APT sub-committee sends Summary Statement of Professional Achievements and Reputation of Publication Outlets to Faculty Affairs Manager
	12	Associate Dean's Office (Faculty Affairs Manager) forwards Summary Statement of Professional Achievements and Reputation of Publication Outlets to Candidates for review, rebuttal, revision, and signature
	23	All letters from external reviewers are due to Faculty Affairs Manager
Sept	2	Candidates submit rebuttal or final signed Summary Statement of Professional Achievements and Reputation of Publication Outlets to Associate Dean's office (Faculty Affairs Manager)
		Candidate dossiers are uploaded to BOX
	5	Associate Dean's Office (Faculty Affairs Manager) notifies all UME faculty eligible to vote of availability of dossiers
Sept	29 & 30	First Level Committee will meet, discuss candidate's credentials and vote
Oct	8	Sub-committees submit final Evaluative Report to Associate Dean's Office (Faculty Affairs Manager) and reports are posted for the first level committee to review.
	10	First Level Chair(s) submit cover letter stating the committee's vote and recommendation along with final evaluative report to Associate Dean's Office (Faculty Affairs Manager)
	TBD	Associate Dean sends notification letter to the candidate
	TBD	Associate Dean's Office (Faculty Affairs Manager) uploads candidate's final dossiers to BOX and submits one hard copy to the Dean's Office.
October 2025- June 2026		The college and university level APT reviews. Candidates can anticipate final notification by July 1, 2026.