

Appendix B – TET Promotion and Tenure Schedules and Documents

TET – Promotion and Tenure Schedule for 2023-2024

March 13, 2023 (Mon)	Deadline for candidate to initiate promotion and tenure process via a written request to the Department Chair, with a copy to the Department Promotion & Tenure Committee, and to submit suggested names of external reviewers to the chair of the Department Promotion & Tenure Committee (Sections 13.20.2 and 13.20.3)
April 10, 2023 (Mon)	Deadline for candidate to submit materials to be sent to the outside reviewers (Section 13.20.3.1)
August 14, 2023 (Mon)	Deadline for Department Promotion & Tenure Committee to send out request letters soliciting external review (Section 13.20.3.2)
September 5, 2023 (Tue)	Deadline for candidate to submit to the Department Chair the complete Promotion & Tenure document and all materials described in Section 13.18 and subsections (Section 13.20.4)
October 13, 2023 (Fri)	Deadline for Department Promotion & Tenure Committee and Department Chair to complete review of promotion and tenure document for all candidates, for the Department Promotion & Tenure Committee’s recommendation and the Department Chair’s letter to be added to each candidate’s file, and for the Department Chair to notify each candidate of these additions (Section 13.20.6.1)
November 8, 2023 (Wed)	Deadline for candidate to submit a rebuttal (Section 13.20.7)
November 13, 2023 (Mon)	Deadline for Department Chair to submit promotion and tenure files to the Dean (Section 13.20.7.1)
January 19, 2024 (Fri)	Deadline for College Promotion & Tenure Committee and Dean to complete review of all promotion and tenure files, for the College Committee’s recommendation and the Dean’s letter to be added to each file, and for the Dean to notify each candidate of these additions (Section 13.20.9.1)
February 5, 2024 (Mon)	Deadline for candidate to submit a rebuttal (Section 13.20.10)
February 9, 2024 (Wed)	Deadline for Dean to submit promotion and tenure files to the Provost (Section 13.20.10.1)
February 20, 2024 (Tues)	Meeting of the University Promotion & Tenure Committee
February 26, 2024 (Mon)	Deadline for the Provost to provide written notification to candidates of the decision and vote of the University Promotion & Tenure Committee (Section 13.20.11.3)
March 8, 2024 (Fri)	Deadline for candidate to notify the Provost and the AAUP-WSU of intent to file an appeal (Section 13.21.1)
March 22, 2024 (Fri)	Deadline for candidate to submit an appeal and supporting documentation (Section 13.21.1)
TBD	President presents candidates to Board of Trustees for approval

TET – Promotion and Tenure Schedule for 2024-2025

March 11, 2024 (Mon)	Deadline for candidate to initiate promotion and tenure process via a written request to the Department Chair, with a copy to the Department Promotion & Tenure Committee, and to submit suggested names of external reviewers to the chair of the Department Promotion & Tenure Committee
April 8, 2024 (Mon)	Deadline for candidate to submit materials to be sent to the outside reviewers
August 14, 2024 (Mon)	Deadline for Department Promotion & Tenure Committee to send out request letters soliciting external review
September 3, 2024 (Tue)	Deadline for candidate to submit to the Department Chair the complete Promotion & Tenure document and all materials described in Terms and Conditions
October 11, 2024 (Fri)	Deadline for Department Promotion & Tenure Committee and Department Chair to complete review of promotion and tenure document for all candidates, for the Department Promotion & Tenure Committee’s recommendation and the Department Chair’s letter to be added to each candidate’s file, and for the Department Chair to notify each candidate of these additions
October 30, 2024 (Wed)	Deadline for candidate to submit a rebuttal
November 12, 2024 (Tue)	Deadline for Department Chair to submit promotion and tenure files to the Dean
January 17, 2025 (Fri)	Deadline for College Promotion & Tenure Committee and Dean to complete review of all promotion and tenure files, for the College Committee’s recommendation and the Dean’s letter to be added to each file, and for the Dean to notify each candidate of these additions
February 3, 2025 (Mon)	Deadline for candidate to submit a rebuttal
February 7, 2025 (Fri)	Deadline for Dean to submit promotion and tenure files to the Provost
February 18, 2025 (Tues)	Meeting of the University Promotion & Tenure Committee
February 24, 2025 (Mon)	Deadline for the Provost to provide written notification to candidates of the decision and vote of the University Promotion & Tenure Committee
March 7, 2024 (Fri)	Deadline for candidate to notify the Provost and the AAUP-WSU of intent to file an appeal
March 21, 2024 (Fri)	Deadline for candidate to submit an appeal and supporting documentation
TBD	President presents candidates to Board of Trustees for approval

TET – Promotion and Tenure Schedule for 2025-2026

March 10, 2025 (Mon)	Deadline for candidate to initiate promotion and tenure process via a written request to the Department Chair, with a copy to the Department Promotion & Tenure Committee, and to submit suggested names of external reviewers to the chair of the Department Promotion & Tenure Committee
April 7, 2025 (Mon)	Deadline for candidate to submit materials to be sent to the outside reviewers
August 11, 2025 (Mon)	Deadline for Department Promotion & Tenure Committee to send out request letters soliciting external review
September 2, 2025 (Tues)	Deadline for candidate to submit to the Department Chair the complete Promotion & Tenure document and all materials described in Terms and Conditions
October 10, 2025 (Fri)	Deadline for Department Promotion & Tenure Committee and Department Chair to complete review of promotion and tenure document for all candidates, for the Department Promotion & Tenure Committee’s recommendation and the Department Chair’s letter to be added to each candidate’s file, and for the Department Chair to notify each candidate of these additions
October 29, 2025 (Wed)	Deadline for candidate to submit a rebuttal
November 10, 2025 (Mon)	Deadline for Department Chair to submit promotion and tenure files to the Dean
January 16, 2026 (Fri)	Deadline for College Promotion & Tenure Committee and Dean to complete review of all promotion and tenure files, for the College Committee’s recommendation and the Dean’s letter to be added to each file, and for the Dean to notify each candidate of these additions
February 2 2026 (Mon)	Deadline for candidate to submit a rebuttal
February 6, 2026 (Fri)	Deadline for Dean to submit promotion and tenure files to the Provost
February 17, 2026 (Tues)	Meeting of the University Promotion & Tenure Committee
February 23, 2026 (Mon)	Deadline for the Provost to provide written notification to candidates of the decision and vote of the University Promotion & Tenure Committee
March 6, 2026 (Fri)	Deadline for candidate to notify the Provost and the AAUP-WSU of intent to file an appeal
March 20, 2026 (Fri)	Deadline for candidate to submit an appeal and supporting documentation
TBD	President presents candidates to Board of Trustees for approval

TET – Promotion and Tenure Schedule for 2026-2027

March 9, 2026 (Mon)	Deadline for candidate to initiate promotion and tenure process via a written request to the Department Chair, with a copy to the Department Promotion & Tenure Committee, and to submit suggested names of external reviewers to the chair of the Department Promotion & Tenure Committee
April 6, 2026 (Mon)	Deadline for candidate to submit materials to be sent to the outside reviewers
August 10, 2026 (Mon)	Deadline for Department Promotion & Tenure Committee to send out request letters soliciting external review
September 8, 2026 (Tues)	Deadline for candidate to submit to the Department Chair the complete Promotion & Tenure document and all materials described in Terms and Conditions
October 9, 2026 (Fri)	Deadline for Department Promotion & Tenure Committee and Department Chair to complete review of promotion and tenure document for all candidates, for the Department Promotion & Tenure Committee's recommendation and the Department Chair's letter to be added to each candidate's file, and for the Department Chair to notify each candidate of these additions
October 28, 2026 (Wed)	Deadline for candidate to submit a rebuttal
November 9, 2026 (Mon)	Deadline for Department Chair to submit promotion and tenure files to the Dean
January 15, 2027 (Fri)	Deadline for College Promotion & Tenure Committee and Dean to complete review of all promotion and tenure files, for the College Committee's recommendation and the Dean's letter to be added to each file, and for the Dean to notify each candidate of these additions
February 1, 2027 (Mon)	Deadline for candidate to submit a rebuttal
February 5, 2027 (Fri)	Deadline for Dean to submit promotion and tenure files to the Provost
February 16, 2027 (Tues)	Meeting of the University Promotion & Tenure Committee
February 22, 2027 (Mon)	Deadline for the Provost to provide written notification to candidates of the decision and vote of the University Promotion & Tenure Committee
March 5, 2027 (Fri)	Deadline for candidate to notify the Provost and the AAUP-WSU of intent to file an appeal
March 19, 2027 (Fri)	Deadline for candidate to submit an appeal and supporting documentation
TBD	President presents candidates to Board of Trustees for approval