

# REMINDERS

# PROMOTION & TENURE FALL 2025

**AUGUST 18, 2025: PACKETS LAUNCH IN ELEMENTS**

**NOVEMBER 14, 2025: PACKETS ADVANCE TO ACADEMIC AFFAIRS**

## Early Review

- Mandatory candidates going up prior to review date are early
- Solicitation of external letter writers must mention early review
- Revocation of tenure clock extension deadline is April 1

## Candidate Required Materials

- Evidence not required in Elements
- CV (personally preferred format), prior annual reviews (one file), statements (one file) and course evaluations if required by college (one file)

## Department/College Required Materials

- Recommendation by Department Report (vote form)
- Written/signed P&T Committee Report (should include the majority and minority view)
- Department Chair's written evaluation
- College Advisory Committee vote form
- Dean's written evaluation

## External Review Letters

- Summary of external review letter writer qualifications instead of CVs
- Redact external reviewer information from all campus recommendations
- External letters should be consolidated into one file
- AAU recommended

## Voting

- No proxy votes allowed
- Current distribution of eligible voting faculty should equal number of favorable, opposed, abstained and absent