

APPENDIX D: TIMELINE FOR 2025-2026 TENURE AND PROMOTION

*Dates for action by committees and administrators are approximate and will vary. The dates should be followed as closely as possible to facilitate completion of the process. Please note that the system does not allow viewing and submitting of files in the Dropbox area at the same time; therefore, review and submit dates have been added to the timeline to ensure that access to these functions is available at the appropriate times.

By September 11, 2025, the department chair and dean/director in each faculty unit will review the personnel files of all faculty members to determine their time and/or eligibility for promotion or tenure. Tenure-track faculty hired for the 2020-2021 academic year or faculty promoted to Associate level should be eligible. Faculty members will be informed by the department chair/ director of the results of this review and questions resolved (by the faculty member, dean, director). Unresolved questions will be referred to Provost / Vice President for Academic Affairs and Human Resources for resolution **prior to the faculty member beginning the process of submitting a portfolio.**

September 12, 2025, workshop for faculty going up for tenure and or promotion.

By October 3, 2025, College and department tenure and promotion committees must be formed.

By October 17, 2025, faculty should submit all tenure and promotion files in their respective electronic faculty portfolio.

October 24, 2025, workshop for Departmental Tenure and Promotion Committee and Department Chairs

By October 24, 2025, the Department Chair will:

- a) Convene the Department Tenure and Promotion Committee and explain the review process. The electronic faculty portfolios will be opened to the Department Tenure and Promotion Committee on **October 24**

By November 07, 2025, the Department Tenure Promotion Committee will:

- a) Review application files of candidates in their Department for tenure and/or promotion.
- b) Prepare and submit in eLearn the Committee's recommendation on each candidate's application.

Review dates: October 24 (after 8AM) – November 6

Submit date: November 7 (after 8AM)

By November 14, 2025, Department Chairs complete their recommendations for each candidate's application.

- a) Department chairs will add to the file a written report on teaching, research, and service effectiveness.

Review dates: November 7 (after 8AM) – November 13

Submit date: November 14 (after 8AM)

November 14, 2025, workshop for Deans and College Tenure and Promotion Committees

By December 5, 2025, the College Tenure and Promotion Committee will:

- a) Review all files and recommendations of the Departmental Committees.
- b) Prepare and submit to the Dean/Director a written recommendation on each candidate.

Review dates: November 14 (after 8AM) – December 4

Submit date: December 5 (after 8AM)

By December 19, 2025, the Dean will:

- a) Review all files, including recommendations of the Departmental and College Committees.
- b) Prepare and submit to the Provost / Vice President for Academic Affairs a written recommendation of each candidate.

Review dates: December 5 (after 8AM) – December 18

Submit date: December 19 (after 8AM)

January 9, 2026, workshop for Faculty Personnel Committee

By February 6, 2026, the University Faculty Personnel Committee will:

- a) Review all the files, reports of committees, and recommendations of Department Chairs and Deans.
- b) Forward a recommendation on each candidate to the Provost / Vice President for Academic Affairs.

Review dates: January 9 (after 8AM) – February 5

Submit date: February 6 (after 8AM)

By February 20, 2026, the Provost / Vice President for Academic Affairs will:

- a) Review all files, including reports of committees and recommendations of administrators.
- b) Forward a recommendation on each candidate to the President

Review dates: February 6 (after 8AM) – February 19

Submit date: February 20 (after 8AM)

By March 6, 2026, the Provost / Vice President for Academic Affairs will:

- a) Inform each candidate in writing of the Provost / Vice President's recommendation concerning his/her tenure/promotion application.

If the Provost / Vice President's recommendation is negative, the candidate may appeal. Candidates considering appealing need to email the Provost / Vice President for Academic Affairs to gain view only access to their e-portfolio. After being notified that view only access has been granted, candidates can review previous levels of review to determine whether to appeal or accept the recommendation.

By March 27, 2026, all written appeal material must be submitted to Academic Affairs for uploading.

March 27, 2026, workshop for University Appeals Committee

By April 10, 2026—Review of appeals by University Appeals Committee that will:

- a) Review all appeals files and forward recommendations to the Provost / Vice President for Academic Affairs

Review dates: March 27 (after 8AM) – April 9

Submit date: April 10 (after 8AM)

By April 17, 2026, the Provost / Vice President for Academic Affairs will:

- a) Review Appeals Committee recommendations and will forward all Appeals Committees recommendations and her/his recommendation to the President.

By April 24, 2026, the President will:

- a) Review all files including the findings of appeals, reports of committees and recommendations of all administrators.

By April 30, 2026, the President will:

- a) Forward all recommendations regarding tenure and promotion to the TSU Board of Trustees (BOT).

By May 1, 2026, the President will:

- a) Notify all appellants of recommendations forwarded to TSU BOT.

In June 2026, the TSU Board of Trustees will review recommendations of the President and will vote to award tenure and/or promotion. By the end of July 2026, the University will notify faculty of their status relating to tenure and/or promotion.

