

## Deadlines for 2023-2024 Mandatory Tenure and Promotion Process

*Please note: the dates listed here are only guidelines for planning purposes and may vary slightly*

<b>Date</b>	<b>To be completed</b>
Unit Deadline	Faculty scheduled for a mandatory tenure and promotion review request a review committee. Use the guidelines indicated in the UW Tacoma Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.
June 15	Dean submits names of candidates to be reviewed and membership of review committees for the academic year to UW Tacoma AHR (Forms TP-1 and TP-2). The Dean will work with the candidate and the review committee to identify external reviewers. See "External Review" in the UW Tacoma Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.
June 15	Candidate submits CV, narrative, and other selected materials to Dean and review committee for inclusion in package sent to external reviewers.
June 15	External reviewers selected and contacted.
July 3	Reviewer materials sent to external reviewers.
September 15	Candidate's complete file submitted to Dean's Office. External reviews added to candidate's file and file is checked for completeness with UW Tacoma AHR.
September 29	Review Committee recommendation submitted to Dean's Office to add to candidate's file [Form TP-3].
October 3	Dean provides candidate with summary of Review Committee recommendation [TP3].
October 10	Candidate submits response to Review Committee recommendation (to Dean) within 7 days of receiving summary. If candidate chooses not to respond, he or she must provide a statement that acknowledges the summary was received.
October 16	Voting faculty meets and discusses candidate's application for tenure and/or promotion by or before this date. [TP4].
October 23	Dean or dean delegate provides a written summary of the voting faculty's discussion and recommendation (favorable or not favorable) to candidate and inserts same in candidate's file [Form TP-4]. The voting faculty must be informed and be given access to the summary and be accorded the opportunity to issue corrections and address any omissions within 48 hours.

- October 30 Candidate submits response to the voting faculty's recommendation (Dean) within 7 days of receiving summary. **If candidate chooses not to respond, he or she must provide a statement that acknowledges the summary was received.**
- November 6 Dean's recommendation completed and inserted in candidate's file [Form TP-5]. Candidate's file submitted to UW Tacoma AHR. **Firm deadline.**
- November 22 Deadline for submission of APT Committee's recommendation to EVCAA [TP-6]. [If the EVCAA's initial recommendation is not favorable, he/she discusses the recommendation with the candidate and the candidate may then respond in writing to the EVCAA within seven calendar days of the discussion.] **Firm deadline.**
- December 15 EVCAA/Chancellor's recommendation and file forwarded to the Provost. **Provost's Office *may* approve extension due to extenuating circumstances.**

**Resources:**

[UW Tacoma Faculty Handbook, Appendix A: Promotion and Tenure](#)

[UW Tacoma AHR Promotion and Tenure TP forms](#)

[UW Tacoma Promotion Review Process](#)