

Deadlines for 2023/2024 NON-Mandatory Tenure and Promotion Process

Please note: the dates listed here are only guidelines and may vary slightly on a case by case basis.

Unit sets deadline	<p>Per Section 24-54 of the <i>Faculty Code</i>, all eligible faculty shall be informed annually of the opportunity to be considered for promotion by their Director/Dean. See “Requesting a Review Committee” in the UWT Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.</p> <p>Dean submits names of candidates to be reviewed and membership of subcommittee for the academic year to UW Tacoma AHR [Forms TP-1 and TP-2].</p> <p>The Dean will work with the candidate and the subcommittee to identify external reviewers. See “External Review” in the UWT Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.</p> <p>Candidate finalizes promotion file and submits CV, narrative, and other selected materials to Dean's Office and subcommittee for inclusion in package sent to external reviewers.</p> <p>External reviewers selected and contacted.</p>
June 15	Review materials sent to external reviewers.
September 5	Candidate's complete file, including external reviews, submitted to Dean's Office. File is checked for completeness with Academic HR.
September 25	Subcommittee recommendation submitted to Dean's Office to add to candidate's file [Form TP-3].
September 29	Dean provides candidate with summary of Subcommittee Review recommendation [TP3].
October 6	<p>Candidate submits response to Subcommittee Review 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.</p> <p>Copy of candidates acknowledgment and response is added to the file .</p>
October 20	Voting faculty meet and discusses candidate's application for tenure and promotion by or before this date [TP4].
October 27	Dean or dean delegate provides a written summary of the voting faculty's discussion and independent 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 summary and be accorded the opportunity to issue corrections and address any omissions within 48 hours.

- November 3 Candidate submits response to voting faculty's recommendation 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.
- Copy of candidates acknowledgment and response is added to the file .
- November 10 Dean's recommendation to EVCAA is completed and inserted in candidate's file [Form TP-5]. Candidate's file submitted to AHR for review. **Firm deadline.**
- AHR provides the APT Committee access to promotion files.
- January 5 Deadline for submission of APT Committee's recommendation to EVCAA [TP-6]. [If the APT's initial recommendation is not favorable, the EVCAA 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**
- February 2 EVCAA and Chancellor's recommendation and file forwarded to the Provost. [If the decision is not favorable and not mandatory, and the candidate has written a response to the EVCAA, the decision and the candidate's response will be sent to the Provost for information purposes only.] 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](#)