

UWT Deadlines for 2025-2026 Tenure and Promotion Process (Mandatory & Non-Mandatory)

- *Note: dates prior to the Dean's submission, may vary by school, according to their scheduling needs. Consult with the Director of AHR. **Candidate response periods may not be made shorter.***
- *Exceptions to the Dean's deadline must be requested as early as possible and will only be granted for difficult cases or extraordinary circumstances. Consult with the Director of AHR.*

Mandatory Date	Non-Mandatory	Process/to-do	System or process note
June 15	June 15	Units submit lists of candidates to be reviewed with review committee membership to AHR	One Drive 2025-26 TP1.xlsx
		AHR initiates promotion cases via APF web process; assigns "templates" to each case	See: APF P&T
		<ul style="list-style-type: none"> - Dean uses committee + candidate lists to determine external reviewers. - Initial outreach to potential reviewers by Dean <i>See "External Review" in the UWT Faculty Handbook, Appendix A: Promotion and Tenure</i>	Univ. Email (@uw.edu email only)
		Candidate or admin uploads CV, narrative, and other selected materials that comprise the case/packet for review	Interfolio
June 30	June 30	External reviewers sent packet and request for review	Interfolio
Sept 16	Sept 16	External reviews received; Candidate packets due. Admin advances case to review committee	Interfolio
Oct 1	Oct 15	Review Committee recommendation and report due / submitted <ul style="list-style-type: none"> • Submit with Form TP 3 as cover (page 1, single PDF) 	Interfolio
Oct 3	Oct 17	Candidate is provided with review committee report summary; Candidate's opportunity for response is a period of 7 days	Interfolio
Oct 10	Oct 24	Candidate submits written response to review committee report within 7 days of receiving summary <u>or</u> acknowledges that the summary was received.	Interfolio
Oct 15	Oct 29	<p>Voting faculty meet to discuss application by or before this date; formal vote is taken according to school's established procedures.</p> <p>Dean (or Chair) or their delegate writes a formal, substantive report of the faculty discussion; report must summarize discussion including: concerns raised, counter-arguments raised, and the ultimate recommendation (favorable or not favorable).</p> <ul style="list-style-type: none"> - Specific attributions to individuals <i>must</i> be omitted or redacted; vote tallies, if included, <i>may</i> be redacted. - If there is uncertainty about the meaning of the votes, the unit should consult with Director of AHR before finalizing the summary. <ul style="list-style-type: none"> • Submit with Form TP 4 as cover (pages 1-2, single PDF) 	Unit's own meeting and voting procedures.
Oct 17	Oct 31	Voting faculty must be informed of and given access to the summary report, and they must have the opportunity to issue correction and address any omissions within 48 hours. These are suggested report-release date to voting faculty for their review.	Unit's own voting and review procedures
Nov 3	Nov 14	<p>The Dean's own independent analysis & recommendation is due.</p> <ul style="list-style-type: none"> - Sent to the candidate, together with the report on faculty discussion and faculty recommendation and, if applicable, the Chair's recommendation. - The candidate has 7 days to respond to <u>all</u> transmitted recommendations: Faculty, Chair (if applicable) and Dean. <ul style="list-style-type: none"> • Submit with Form TP 5 as cover (page 1, single PDF) 	Interfolio
Nov 10	Nov 21	Candidate response is due within 7 days of receiving the Dean's recommendation with summary report of the faculty discussion and faculty recommendation. The candidate may choose to not substantively respond to	Interfolio

		either the Dean or the faculty, but the candidate must, at minimum, acknowledge receipt of both recommendations. <i>Optional: Dean may update their recommendation based on the response from the candidate.</i>	
Nov 13	Dec 4	Dean's recommendation finalized (with Form TP 5) & case is advanced. <i>If any changes have been made, send the candidate a copy of the final recommendation, as amended, for their information</i>	Interfolio
Nov 13	Dec 4	Candidate's file submitted to UWT AHR	Interfolio
Nov 14	Dec 5	AHR advances files to APT committee for review	Interfolio
Dec 5	Jan 5	APT committee recommendations due to EVCAA • Submit with Form TP 6 as cover (page 1, single PDF)	Interfolio
Dec 8	Jan 7	APT recommendation shared with Candidate if negative <u>or</u> if conflicting with faculty recommendation. No opportunity for written response to APT.	
**	**	If EVCAA'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. - Such a case may be delayed for submission to Provost; such delays are closely coordinated with APF by AHR and will not negatively impact a candidate's case review.	
Dec 15 / Dec 29~	Jan 15 -or- Feb 2	EVCAA & Chancellor recommendation and candidate's file submitted to Provost - Jan 15 = early non-mandatory; Feb 2 = non-mandatory	Interfolio

~VPAP has granted UW Tacoma a two-week extension for submitting mandatory promotion cases, beyond the published Dec 15 deadline. Provost Deadlines:

<u>Due Date:</u>	<u>Case Type:</u>	<u>Notice of Outcome by:</u>
December 15	Mandatory	March 31
January 15	Early non-mandatory	April 30
February 2	Non-Mandatory	June 1
April 10	Librarian	June 15

REVIEWER COMPONENTS + affiliated UWT Forms:

Document Submitted	+	Cover Sheet or Form, if applicable [& links for download]	
<input type="checkbox"/> Outside Reviewer Letters		n/a	
<input type="checkbox"/> Committee Report	+	<input type="checkbox"/> Form TP 3	
<input type="checkbox"/> Voting Faculty Summary Report +		<input type="checkbox"/> Form TP 4	Click here to be taken to UWT AHR's P&T Forms Webpage!
<input type="checkbox"/> <i>Chair's Assessment (IAS only)</i>	+	<input type="checkbox"/> Form TP 5	
<input type="checkbox"/> Dean's Assessment	+	<input type="checkbox"/> Form TP 5	
<input type="checkbox"/> APT Committee ("S/C/C")	+	<input type="checkbox"/> Form TP 6	+ [] APF S/C/C Cover Sheet/Template
			Click here to download APF's Template for S/C/C Committees