

UWT Deadlines for September 2026- August 2027 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 Dean's Office. **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.*
- *There may be changes, as APF typically announces the P&T timeline in early Autumn Quarter.*

Mandatory Due Date	Non-Mandatory Due Date	Process/to-do	System or process note
Sept 16, 2026	Sept 16, 2026	External reviews received; Candidate packets due. Admin advances case to review committee	Interfolio
Oct 1, 2026	Oct 15, 2026	Review Committee recommendation and report due / submitted • Submit with Form TP 3 as cover (page 1, single PDF)	Interfolio
Oct 5, 2026	Oct 19, 2026	Candidate is provided with review committee report summary; Candidate's opportunity for response is a period of 7 days	Interfolio
Oct 12, 2026	Oct 26, 2026	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, 2026	Oct 29, 2026	Voting faculty meet to discuss application by or before this date; formal vote is taken according to school's established procedures. 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). - 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. • Submit with Form TP 4 as cover (pages 1-2, single PDF)	Unit's own meeting and voting procedures.
Oct 19, 2026	Nov 2, 2026	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
Oct 26, 2026	Nov 16, 2026	The Dean's own independent analysis & recommendation is due. - 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. • Submit with Form TP 5 as cover (page 1, single PDF)	Interfolio

Nov 2, 2026	Nov 23, 2026	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 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>	Interfolio
Nov 6, 2026	Nov 30, 2026	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 9, 2026	Nov 30, 2026	Candidate's file submitted to UWT AHR- for review	Interfolio
Nov 16, 2026	Dec 7, 2026	AHR advances files to APT committee for review	Interfolio
Dec 7, 2026	Jan 5, 2027	APT committee recommendations due to EVCAA • Submit with Form TP 6 as cover (page 1, single PDF)	Interfolio
Dec 8, 2026	Jan 7, 2027	APT recommendation shared with Candidate if negative <u>or</u> if conflicting with faculty recommendation. APT committee report and summary review. Please see guidance for review procedure - https://ap.washington.edu/ahr/actions/promotions-tenure/unit-materials/ AHR downloads all the cases and adds to SharePoint folder for EVCAA to review.	
**	**	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~, 2026	Jan 15 -or- Feb 2, 2027	EVCAA & Chancellor recommendation and candidate's file submitted to Provost AHR checks the P&T year/term for teaching faculty against the Candidate Data Sheet and the EVCAA recommendation before forwarding the cases to Provost. - Jan 15 = early non-mandatory; Feb 2 = non-mandatory	Interfolio
Feb –April 1, 2027	March – May 2027	Appointing Unit Review Process- For Next Promotion Cycle 27-28 Faculty are informed of promotion eligibility, requirements, timelines, and the school's internal process before entering the formal promotion review process.	School. Dept Promotion Appointing Unit Steps
April 1, 2027	May 1,2027	Candidate or admin uploads CV, narrative, and other selected materials that comprise the case/packet for review	Interfolio
April 15,2027	May 1 – May 15,2027	AHR initiates promotion cases via APF web process; assigns “templates” to each case and notifies candidates	See: APF P&T

May 1,2027	May 15,2027	- Dean uses committee + candidate lists to determine external reviewers. - Initial outreach to potential reviewers by Dean See "External Review" in the UWT Faculty Handbook, Appendix A: Promotion and Tenure	Univ. Email (@uw.edu email only)
May 15,2027	June 1,2027	External reviewer packages sent to reviewers for review and completion	Interfolio

Provost Deadlines:

DUE DATE	CASE TYPE	NOTICE OF OUTCOME DATE:
December 15	Mandatory	March 31
February 1	Early Non-Mandatory	April 30
April 10	Librarian	June 15

Resources:

[UW Tacoma Promotion and Tenure Criteria](#)

[APF Promotions Workflow - 3 plus voting faculty](#)

REVIEWER COMPONENTS + affiliated UWT Forms:

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