

2025-2026 T&P/Promotion to Full Application Timetable

All applications and reviews will be online through Archivum.

Timeframe (Deadlines in BOLD)	Performed by	Task	Note(s)
Friday, March 28, 2025 (10:00am – 12:00pm)	CAS Office of Faculty Affairs	Hold T&P/Promotion to Full Workshop (via Microsoft Teams)	
Wednesday, April 23, 2025	Department Chair	Submit <u>List of External Reviewers</u> to Associate Dean Shimizu for Approval	August 1, 2025 is the suggested FINAL due date for external reviewers to submit their letters
Wednesday, April 23, 2025	For T&P Candidate ONLY	Last day to email Associate Dean Shimizu: <ul style="list-style-type: none"> To give back year(s) of credit toward tenure To request COVID One Year Extension 	
Monday, May 5, 2025	College Liaison	Candidates will be identified for Archivum online applications	
As soon as candidate completes <i>Integrity Statement</i> - Monday, July 14, 2025	Department Liaison	<ul style="list-style-type: none"> Review/Upload “Assigned Duties” Review/Upload “Annual Evaluations” Identify T&P Dept Chair 	<ul style="list-style-type: none"> - Review/upload candidate’s Assigned Duties and their Annual Evaluations - Department Chair does not have access to the applications until their name is added to the membership group
Monday, May 5 - Monday, July 21, 2025	Candidate	<ul style="list-style-type: none"> Complete TEACHING section & check “Mark as Ready” for Summary of Teaching Complete RESEARCH section & check “Mark as Ready” for Analysis of Publications, etc. 	The “Mark as Ready” action sends an automated email message to Department Chair that the application is ready for their Summary & Analysis
As soon as Department Chair receives the <i>Mark as Ready emails</i> - Monday, August 4, 2025	Department Chair	<ul style="list-style-type: none"> Submit Summary of Teaching Submit Analysis of Publications DocuSign 	The application cannot move forward without submission of Summary and Analysis & must be <u>DocuSigned</u> by Department Chair
As soon as all items above are complete - Wednesday, August 6, 2025	Candidate	Click “ Submit for Quality Review ” button	This sends the entire application to College Liaison for Quality Review (QR) to review for completeness

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Timeframe (Deadlines in BOLD)	Performed by	Task	Note(s)
As soon as Candidate submits for QR (or sooner) - Wednesday, August 13, 2025	Department Liaison	Identify <ul style="list-style-type: none"> • T&P Committee Chair • T&P Viewers (Committee members and/or tenured faculty) 	No one has access to the applications until their names are added to the membership groups
As soon as Candidate submits for QR - Wednesday, August 13, 2025	College Liaison	<ul style="list-style-type: none"> • Confer on any changes or additions needed with Candidate & Department Liaison • Send an approval email to Candidate 	Without approval, candidate cannot click “Submit & Sign” button
As soon as Candidate receives approval email - Friday, August 15, 2025	Candidate	OFFICIAL SUBMISSION Submit & DocuSign Application	Only upon Candidate’s official submission, Department Committee Review will begin
AFTER Candidate officially submits application	Department Chair OR Liaison	Upload External Review Letters	
Monday, August 18 - Friday, September 5, 2025	Department Committee Review	<ul style="list-style-type: none"> • Committee review application • Committee Chair must upload Narrative & DocuSign 	Committee Chair must upload Narrative & <u>DocuSign</u> by 5:00pm
As soon as Department Committee’s Review is complete	Candidate	Respond to Department Committee’s Review	Candidates have five (5) days to respond. If no response, it will automatically go to the Department Chair after 5 days.
Monday, September 15 - Friday, September 26, 2025	Department Chair	<ul style="list-style-type: none"> • Review Application • Upload Narrative & DocuSign 	Department Chair must upload narrative & <u>DocuSign</u> by 5:00pm
As soon as Department Chair’s Review is complete	Candidate	Respond to Department Chair’s Review	Candidates have five (5) days to respond. If no response, it will automatically go to the School Committee after 5 days.

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Timeframe (Deadlines in BOLD)	Performed by	Task	Note(s)
Monday, October 6 - Friday, October 31, 2025	School T&P Committee	School T&P Committee Review	
As soon as School Committee's Review is complete	Candidate	Respond to School Committee's Review	Candidates have five (5) days to respond. If no response, it will automatically go to the College Committee after 5 days.
Monday, November 10 - Wednesday, December 3, 2025	College T&P Committee	College T&P Committee Review	
As soon as College Committee's Review is complete	Candidate	Respond to College Committee's Review	Candidates have five (5) days to respond. If no response, it will automatically go to the Regional Chancellor or Dean after 5 days.
Wednesday, December 10 - Wednesday, December 17, 2025	Regional Chancellor	Regional Chancellor's Review for Candidates on St. Petersburg or Sarasota-Manatee campus	
As soon as Regional Chancellor's Review is complete	Candidate on STP or SAR campus	Respond to Regional Chancellor's Review	Candidates have five (5) days to respond. If no response, it will automatically go to the Dean after 5 days.
Wednesday, December 10 - Tuesday, January 6, 2026	College Dean	Dean's Review (time frame inclusive of Regional Chancellor's Review)	
As soon as Dean's Review is complete	Candidate	Respond to Dean's Review	Candidate <u>MUST</u> respond & DocuSign or else application will not be forwarded to the Provost Office for review.
Monday, January 12, 2026	Applications due to Provost (<i>tentative date</i>)		
January – May 2026	Provost Review		
End of May 2026	Board of Trustees' Meeting to consider President's recommendations for tenure/promotions		
June 2026	Letters to candidates from President Rhea Law		
August 7, 2026	Approved promotions become effective		