

Each spring Academic Affairs asks the departments for a list of faculty going up for promotion and/or tenure. This list will be used by Academic Affairs and Technology Services to create drive folders for all candidates. Once created, access to these folders will be shared with the candidates, chairs, deans, committee members, and more. It is vital that departments complete as much information as possible in the spring before the summer break (e.g., names of department committees). Candidates will simply copy and paste/upload their narratives and required supporting materials into the appropriate folders, as described below.

We will be using the N-drive for this process. Academic Affairs and Technology Services will set up folders for each candidate and share them with the relevant parties. Each candidate's folder will include the sub-folders as described below. External Reviews will be added to the N-drive folder by the department chair. Those with access to the promotion folders can find them on the N-drive (Common) in Groups in Promotion & Tenure 2026. If you do not have access and think you should, please reach out to Regina Young.

DEFAULT FOLDERS IN EACH CANDIDATE APPLICATION	CONTENTS
Introductory Materials	Narrative overview, CV, mid-term review letters, table of contents/overview of materials; all candidates should include a completed Checklist of Items in the Faculty Evaluation Package form in the Faculty Evaluation Procedures section of the Policy Guide (Policies – Human Resources).
External Reviews	External peer reviews
Teaching	Teaching narrative and all supporting materials related to teaching, including peer observations and teaching evaluations
Scholarship/Creative Activity	Scholarship/creative activity narrative and all supporting materials related to scholarship/creative activity (Note: Professors of Practice may not be required to complete this section. Please review university, college, and departmental guidelines for promotion.)
Service	Service narrative and all supporting materials related to service

Recommendations	Promotion/tenure recommendations from department committee,
	department chair, dean, university committee, and Provost (all reviewers should include the Cover Sheet for Promotion/Tenure Recommendations included in the Faculty Evaluation Procedures section of the Policy Guide)
Candidate Response to Recommendations	Any candidate responses to recommendations

The overall folder for each candidate should be labeled with the candidate's first and last name and the academic year in which the candidate is pursuing promotion/tenure (e.g., "John Smith 2026-2027"). Candidates have editing access until October 15th, when the packet is due. After that, candidates may only access the Candidate Response to Recommendations folder, where they will post any replies to reviewer feedback as described in the Policy Guide. Candidates should never have access to the External Reviews folder, as external reviews are confidential.

File names in the candidate file should strive for clarity and ease of reference. Titles should always include the last name of the candidate and a brief description of the file's content (e.g., "Smith Teaching Narrative"; "Smith Teaching Observation #1"; "Smith Example Syllabus for HIS 140"). Please avoid vague or non-descriptive names (e.g., "Artifact #1"). References to supporting artifacts in the narrative should use the file name (e.g., "My applied learning assignment for this course is included as 'Smith Applied Learning Assignment for HIS 140' in the Teaching folder.").

The drive system will be used for all promotion and/or tenure packets. Departments are encouraged to use the drives for mid-tenure review, as well. Since mid-tenure review only goes to the Dean-level for feedback, departments may identify alternative processes.

No drive system is completely stable. Errors and accidents may happen. Candidates must store a copy of all of their packet materials in another location, such as their office computer or other back-up storage. Department chairs must also keep a copy of any external reviews outside of the drive system.

Timetable for Promotion and Tenure (taken from "Faculty Evaluation Procedures" section of Policy Guide):

DATES	PROMOTION/TENURE PROCESS
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Spring of previous academic year	Departments communicate to Academic Affairs which faculty members are going up for tenure and/or promotion, including relevant names of reviewers (e.g., department committee members)
Late spring – October 15th	Candidate completes promotion/tenure application by October 15 th .
October 16 th – November 10th	Department chair adds any external reviews; department committee submits their recommendation to department chair by November 10 th
November 11 th – December 1st	Department chair submits their recommendation to dean by December 1 st ; department chair submits copy of their recommendation to candidate, who has three working days to respond (all responses go to the Candidate Response folder and are added by the candidate)
December 1 st – First day of spring classes	Dean submits their recommendation to the Provost by the first day of spring semester; dean submits copy of their recommendation to candidate, who has three working days to respond
Fourth day of spring classes – April 4th	University committee submits their recommendation to the Provost by April 4 th ; candidate meets with subcommittee, if requested; committee submits copy of their recommendation to candidate, who has three working days to respond

April 5 th – May 5th	Provost submits their recommendation to the President by May 5 th ; Provost submits copy of their recommendation to candidate, who has three working days to respond
May 6 th – Board of Governors meeting	President submits their recommendation to the Board of Governors