

## Tenure and Promotion Timelines

2024 - 2025

Major events related to the ATP procedures are included in this timeline. Since the Response Option available to all candidates affects the due dates, unit leaders are advised to consult the ATP Guidelines for additional details about ATP procedures and, if necessary, **stipulate an individualized schedule** that allows adequate time for Candidates' Response Options, should the timeline below prove inappropriate. At any time, those responsible for meeting the timeline may submit materials **before** the given date. The ATP Policy related to the timeline is also referenced.

Deadline (by 5:00 pm on date listed)	Activity	Reference in ATP Guidelines
Monday, June 3	Deadline for tenure-track faculty scheduled for tenure/promotion review in 2024-25 to request one-year extension of tenure-track clock through the Unit Chair. For all other tenured/tenure-track faculty applying for tenure and/or promotion in 2024-25, Candidate confirms intentions with Unit Chair.	For one-year extensions, see <a href="#">CRR 310.025 - Extension of Probationary Period for Faculty on Regular Term Appointment</a> , Section B and the <a href="#">UMSL Procedures</a> posted on the Academic Affairs website regarding Appointments, Promotion and Tenure.
Monday, June 3	Dean submits to Provost a list of all tenure and/or promotion cases for 2023-24; Candidate submits CV and samples of research/creative works and other documents to Unit Chair to be used to solicit external reviews	II.B. (p. 9)
Monday, June 3	Chair appoints <i>Ad Personam</i> Committee to begin process of soliciting external letters on research/creative works	Definition (p. 1)
Monday, July 1	Candidate makes initial version of the Factual Record available to the Unit Chair and <i>Ad Personam</i> Committee	Appendix I (p. 18)
July 2- July 23	<i>Ad Personam</i> Committee reviews Factual Record	III.C (p. 10)

Friday, July 26	Candidate Confirms final version of the Factual Record	Appendix I (p. 18)
Monday, Aug 26	<i>Ad Personam</i> Committee sends Candidate's dossier to Unit Committee in all units in which the Candidate holds an appointment	III.C.2.a. & g. (pp. 11 & 13)
Friday, August 30	Voting members of the Unit Committee may submit written statements to Unit Coordinator	II.C.2.a. (p. 11)
Tuesday, September 3	Unit Committee members deliberate and vote	III.C.2.d. (p. 12)
Wednesday, September 4	Committee members may submit additional comments	III.C.2.e. (p. 12)
Friday, September 6	Unit Committee report is conveyed to the candidate	Response Option (p. 2) and III.C.2.f. (p. 12)
Within 14 days of receipt (about Friday, September 20 if the report is conveyed on the deadline)	Deadline for Candidate to submit to Unit Coordinator any request for reconsideration	III.C.2.f. (p. 12)
Within 10 days (about Monday, September 30 if a request for consideration is submitted on the deadline)	Unit Committee and/or Chair conveys report on outcome of any reconsideration to Candidate	III.C.2.f. (p. 12)
Monday, September 30*	Unit Committee forwards dossier to Department Chair	III.C.3 (p. 13)
Friday, October 11	Department Chair reviews documents and conveys recommendation to the candidate	III.C.3 (p. 14)
Within 14 days of receipt	Deadline for Candidate to request reconsideration, if any, of Department Chair	Response Option (p. 2) and III.C.3 (p. 14)
Within 10 days	Department Chair conveys report on outcome of any reconsideration to Candidate	III.C.3 (p. 14)
Monday, November 4*	Primary Unit Chair forwards dossiers to all Deans' offices in which Candidate holds an appointment	III.C.4 (p. 14), Appendix 2 (p. 21-23)
Monday, November 25	College Committee reviews documents and conveys recommendation to Candidate	III.C.4 (p. 14)
With 14 days of receipt	Deadline for Candidate to request reconsideration, if any, of College Committee	Response Option (p. 2) and III.C.4 (p. 14-15)

Within 10 days	College Committee conveys report on outcome of any reconsideration to Candidate	III.C.4 (p. 14-15)
Friday, January 3	Dean reviews documents and conveys recommendation to Candidate	III.C.5 (p. 15)
Within about 14 days	Deadline for Candidate to request reconsideration, if any, of Dean	Response Option (p. 2), III.C.5 (p. 15)
Within 10 days	Dean conveys report on outcome of any reconsideration to Candidate	III.C.5 (p. 15)
Monday, January 27	Tenure-home Dean's office sends complete dossier to Academic Affairs for distribution to the Senate ATP Committee and Provost	III.C.5 (p. 15)
Monday, February 24	Senate ATP Committee conveys recommendation to Candidate	III.C.6 (p. 15-16)
Within 14 days of receipt	Deadline for Candidate to request reconsideration, if any, of ATP Committee	Response Option (p. 2), III.C.6 (p. 15-16)
Within 10 days	ATP Committee conveys report on outcome of any reconsideration to Candidate	III.C.6 (p. 15-16)
Monday, March 31	Provost reviews documents and conveys recommendation to Candidate	III.C.7 (p. 16)
Within 14 days of receipt	Deadline for Candidate to request reconsideration, if any, of Provost	Response Option (p. 2), III.C.7 (p. 16)
Within 10 days	Provost conveys report on outcome of any reconsideration to Candidate	III.C.7 (p. 16)
Monday, April 28	Provost forwards dossiers to Chancellor	III.C.8 (p. 16-17)
Typically, within 45 days of receiving dossier	Chancellor sends decision to Candidate	III.C.8 (p. 16-17)
Within 14 days of receipt	Deadline for Candidate to request any reconsideration	Response Option (p. 2), III.C.8 (p. 16-17)
Typically, within 20 days	Deadline for Chancellor's final action	III.C.8 (p. 16-17)

\* Response Options (p 2) are available to the candidate after receipt of a revised Unit Committee report. The case should be forwarded as soon as possible to the College committee once the Unit Committee and Department Chair's recommendations are completed.