

**SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST
TARGET DATES FOR TENURE AND PROMOTION REVIEW
2024-25**

NO LATER THAN:

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| Wednesday, March 20 | Faculty Development and Faculty Affairs host prep session on petitioning for tenure and/or promotion to support faculty candidates (12:15-1:15pm, Benson Parlors B&C). | |
| Thursday, March 28 | Candidates who are requesting to submit an <u>early</u> application for tenure, or who are requesting to submit an application for promotion to full professor, must complete and submit this form no later than Thursday, March 28, 2024. Requests received after March 28, 2024 will not be accepted for this petition cycle. | Outside Interfolio, via form |
| Monday, April 8 | Candidate provides the dean and department chair/program director with names of at least two external referees and names of persons not to be contacted (use this form), works to be evaluated and professional CV, as described in <i>Guidelines and Requirements for Candidates</i> . | Outside Interfolio, via email |
| Monday, April 24 | Department/program director provides the dean with names of two external referees who have agreed to serve. | Outside Interfolio, via email |
| Thursday, April 27 | College or school Rank and Tenure Committee begins service. College or school Rank and Tenure Committee may begin process of electing chair and assigning responsibilities. | |
| Thursday, May 2 | Acting Provosts meet with department chairs, College/ School and University Rank and Tenure Committee Members, and deans to review rank, tenure and promotion policies and procedures (12:00-1:00pm, Executive Conference Room, St. Joseph). | |
| Monday, May 8 | Dean solicits evaluations from the four referees nominated by candidate and department/program. | Outside Interfolio |
| Tuesday, May 30 | College or school Rank and Tenure Committee provides dean with the names of at least two external referees who have agreed to serve. Dean begins soliciting evaluations from external referees nominated by college or school Rank and Tenure Committee. | Outside Interfolio |
| Early August | Provost's Office creates case in Interfolio and uploads Provost Office SET Report. Dean uploads Discipline-Specific Scholarship Standards. | In Interfolio for all Candidates |
| September | <i>This is an optional step.</i> Dean meets with college or school Rank and Tenure Committee(s) to determine procedures that ensure internal consistency. | |
| Wednesday, Sept 4 | Candidate provides a completed petition and backup documentation to dean and department chair/program director. All candidates will use Interfolio for certain documents (see <i>Guidelines and Requirements for Candidates</i>). Tenure candidates will submit supporting evidence in Interfolio. Candidates for promotion to full professor have the option to submit supporting evidence in Google Drive, but must have indicated this on their intent to petition for promotion (March 28, 2024). | In Interfolio, with allowed option for Candidates for promotion to full professor (see left) |

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| Friday, September 6 | After the Candidate has submitted their case in Interfolio, the dean's office transfers contents of folders C and D from Google Drive (professional CV and works to be evaluated by external referees), along with the external referee letters, to the appropriate sections in the Candidate's case in Interfolio. | In Interfolio for all Candidates |
| Friday, October 4 | Department chair/program director submits departmental recommendation materials to the college or school Rank and Tenure Committee. | In Interfolio for all Candidates |
| Monday, November 4 | College or school Rank and Tenure Committee submits recommendations as completed to the dean. All recommendations must be submitted by date shown. The case becomes available to the University Rank and Tenure Committee at the same time. | In Interfolio for all Candidates |
| Thursday, January 2 | Dean submits materials as completed with their recommendations to the University Rank and Tenure Committee. All materials and recommendations must be submitted by date shown. | In Interfolio for all Candidates |
| Friday, February 7 | University Rank and Tenure Committee submits materials as completed with its recommendations to the Provost, who submits their recommendations to the President. All materials and recommendations must be submitted by date shown. | In Interfolio for all Candidates |
| Spring 2025 | President notifies candidates of decisions after meeting with the Provost and with the University Rank and Tenure Committee. | Outside of Interfolio. Provost's Office will upload decision letter to Interfolio for all Candidates. |
| Spring 2025 | Petitions for Reconsideration | Outside of Interfolio. Provost's Office will upload decision letter to Interfolio for all Candidates. |