

## 2025-2026 PROMOTION REQUEST TIMELINE

## 2025-2026 TENURE REQUEST TIMELINE

|   |                |   |   |                |
|---|----------------|---|---|----------------|
| Submission of Promotion File & PDR to Department via Chair  | 01-09-26<br>** | Dept Review<br>(Chair Coordinates)                                  | Submission of Tenure File & PDR to Department via Chair   | 01-09-26<br>** |
| Department / Chair proposed recommendation to Faculty   | 01-23-26       |   | Department / Chair proposed recommendation to Faculty   | 01-23-26       |
| Promotion File & PDR forwarded to Dean/Supervisor<br>Include Dept Recommendations & Faculty Response (if any)   | 1-31-26<br>*   | Dean / Supervisor Review  | Tenure File & PDR forwarded to Dean/Supervisor<br>Include Dept Recommendations & Faculty Response (if any)  | 1-31-26<br>*   |
| Dean proposed Promotion Recommendation to Faculty   | 02-27-26       |   | Dean proposed Tenure Recommendation to Faculty  | 02-27-26       |
| Faculty meeting with Dean/Supervisor<br>Optional  | 03-6-26        |   | Faculty meeting with Dean/Supervisor<br>Optional  | 03-06-26       |
| Promotion File forwarded to VP<br>Include Dean Recommendation & Faculty Response (if any)   | 03-16-26       | Vice President Review   | Tenure File forwarded to VP<br>Include Dean Recommendation & Faculty Response (if any)                      | 03-16-26       |
| VP proposed Recommendation to Faculty   | 04-17-26       |   | VP proposed Recommendation to Faculty   | 04-17-26       |
| Faculty meeting with VP<br>Optional   | 04-24-26       |   | Faculty meeting with VP<br>Optional   | 04-24-26       |
| Promotion File forwarded to President<br>Include VP Recommendation & Faculty Response (if any)  | 05-01-26<br>*  | President Review  | Tenure File forwarded to President<br>Include VP Recommendation & Faculty Response (if any)                 | 05-01-26<br>*  |
| President's decision sent to Faculty<br>Copy of decision & documents to Personnel File  | 06-15-26<br>*  |   | Applicants receiving a denial shall be invited to set a meeting date with President prior to decision date. | 05-08-26       |
| Faculty may request meeting with President following denial of Promotion  | 10-09-26       |   | President's decision sent to Faculty<br>Copy of decision & documents to Personnel File                      | 06-15-26<br>*  |
| <b>A complete Promotion &amp;/or Tenure Package will eventually include:</b><br><b>1. Application &amp; Supporting Documentation.</b><br><b>2. All required Recommendations from Dept, Chair, Supervisor/Dean and VP.</b><br><b>3. Any written Faculty Responses to Recommendations made by the Dept, Chair, Supervisor/Dean, &amp; VP which were submitted as addendums to the original application.</b> |                |   | Faculty may request meeting with President following denial of Tenure                                       | 1-15-27<br>*   |
|   |                | * Contractual Date  |   |                |
|   |                | ** First Friday Duty Day of Spring Semester                         |   |                |
|   |                | See Article 25 in the IFO-MNSCU Master Agreement for further detail |   |                |