	T .		
Friday, August 30, 2024			Faculty supervisor or library Director selects names of individuals, libraries, or institutions from lists provided by Candidate, the Chair of the Departmental Review Committee, and the University Library faculty, endeavoring to choose an External Reviewer from each list for total of three External Reviewers. The faculty supervisor or library Director contacts External Reviewers to ask if they are willing to review the candidate's materials and provide a review letter by December 1, asking them to respond by September 27.
Thursday, September 19, 2024			
		promotion review committees due to Academic Affairs.	
		Tenure Timeline due to Academic Affairs.	
Friday, September 27, 2024			Deadline by which External Reviewers are asked to indicate their willingness to provide reviews.
Friday, October 18, 2024			The Executive Director schedules meetings of the departmental and University Libraries Promotion Review and Tenure Review Committees for the purpose of charging the committees.
Monday, November 11, 2024		Candidate given access to Google Drive to upload T& PReport.pdf and Portfolio.pdf. The Portfolio document should include the Faculty Annual Report for the current year.	

Wednesday, February 5, 2025			University Libraries Promotion Review and Tenure Review Committee(s) complete review of Candidate and upload review(s) to Google drive.
Friday, February 7, 2025			University Libraries Promotion Review and Tenure Committee(s) access to Google drive removed.
Friday, February 21, 2025	Deadline for Director/faculty supervisor to complete faculty reviews and AAP score proposals for faculty members under their supervision. (Supervisor evaluation form can be found on the M:Drive "Shared" folder)		Executive Director completes reviews for all University Libraries Candidates applying for consideration for promotion and/or tenure and uploads his/her review(s). Original letters, forms and other materials are retained in the office of the Executive Director of University Libraries.
Friday, February 28, 2025			
			Executive Director's access to the Google drive removed.
Wednesday, April 2, 2025		Deadline for Annual Probationary Faculty Review to be completed for eligible faculty.	
Monday, April 7, 2025		Deadline for Executive Director's report to be submitted to Academic Affairs indicating that all probationary reviews have been completed.	
June		University Board of Trustees formally approves those Candidates recommended for promotion and/or tenure. University notifies candidates of the actions taken by the Board of Trustees.	

	Completed AAP Scores due to Academic Affairs.		
Friday, August 15, 2025		Promotion and/or tenure becomes effective.	