



**College of Information Science Promotion Review Timeline 2026 – 2027
Career Track Faculty**

Guide to the Promotion for Continuing Status and Tenure Track

The release for 2026-2027 is coming soon, and an update will be sent out with the links.

ACTION ITEMS TO BE COMPLETED BY:	DESCRIPTION OF TASK	DEADLINE FOR SUBMITTAL
Faculty Candidate	The candidate must confirm with the Associate Dean and Faculty Affairs their intention to submit a Promotion and Tenure dossier for formal review.	3/27/26
Faculty Candidate for Promotion & Tenure	Prepare a list of collaborators and a list of six potential independent evaluators. Submit both lists to the Dean, Associate Dean of FA, and FA Coordinator.	4/01/26
Associate Dean of Faculty Affairs / Faculty Affairs Coordinator	Schedule a peer review of teaching for inclusion in the dossier.	4/01/26
Dean	Appoint a College Faculty Status Committee for each faculty candidate.	4/01/26
Faculty Affairs Coordinator	Create a promotion case in RPT using the College template.	4/13/26
Faculty Status Committee (FSC)	The FSC shall compile up to twelve potential independent evaluators, including the candidate's three to six nominees, and coordinate a conflict-of-interest review with the Associate Dean of FA and the FA Coordinator.	5/01/26
Dean / Associate Dean of Faculty Affairs	Invite potential independent evaluators using preliminary materials to confirm availability and secure the required number of external reviewers.	5/08/26
Faculty Candidate for Promotion & Tenure	The candidate prepares the CV, Work Impact Statement, and Candidate Statement sections of the promotion dossier and works with the Faculty Affairs Coordinator to upload the dossier to RPT.	5/29/26

Faculty Candidate for Promotion & Tenure	For candidates going up for promotion to Full Professor: A complete dossier, including the Teaching Portfolio and all remaining required materials, must be submitted by the end of May.	5/29/26
Dean / Associate Dean of Faculty Affairs	Letters requesting a review are sent to all independent evaluators.	6/05/26
Faculty Candidate for Promotion & Tenure	The candidate prepares a Teaching Portfolio along with the remaining portions of the promotion dossier and coordinates with the Faculty Affairs Coordinator to upload it to RPT.	8/03/26
Dean / Associate Dean of Faculty Affairs	External evaluator letters are due and must be uploaded to RPT.	8/21/26
Faculty Status Committee (FSC)	The FSC reviews the dossier and submits its report and recommendation in RPT. The completed dossier is then delivered to the College Dean.	10/16/26
Dean	The College Dean reviews the dossier and FSC recommendation, then submits their letter and recommendation to the Provost via RPT.	1/08/27
Faculty Affairs Coordinator/Dean	Dossiers are due in the Office of the Provost.	1/15/27