



**College of Information Science Promotion Review Timeline 2026 – 2027  
Third Year Review – Tenure-Eligible Faculty**

**Guide to the Promotion for Continuing Status and Tenure Track**

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

<b>ACTION ITEMS TO BE COMPLETED BY:</b>	<b>DESCRIPTION OF TASK</b>	<b>DEADLINE FOR SUBMITTAL</b>
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 Third Year Review	Prepare a list of collaborators. Submit the list to the Associate Dean of FA and the FA Coordinator.	4/01/26
Associate Dean of Faculty Affairs / Faculty Affairs Coordinator	Schedule a <b>peer review of teaching</b> 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
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 Third Year Review	The candidate prepares the <b>CV, Work Impact Statement, and Candidate Statement</b> sections of the promotion dossier and works with the Faculty Affairs Coordinator to upload the dossier to RPT.	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 Third Year Review	The candidate prepares a <b>Teaching Portfolio, along with the remaining sections of the promotion dossier</b> , and coordinates with the Faculty Affairs Coordinator to upload it to RPT.	8/03/26

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 evaluation letter.	1/08/27
Associate Dean of Faculty Affairs / Faculty Affairs Coordinator	Send the Dean's evaluation letter to the faculty candidate.	1/15/27