

TO: Academic Deans and Department Chairs  
FROM: Kimo Ah Yun, Provost (signed)  
DATE: March 12, 2024  
SUBJECT: Promotion and Tenure Calendar Deadlines for 2024-2025

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Promotion and tenure are critical to the future of this University. Tenure represents an investment by the University in its faculty and constitutes a property right once conferred upon a faculty member. It is imperative that promotion and tenure be marked by close attention to substance and process. This document contains the Promotion and Tenure deadlines for

professor and associate professor. The standards should encompass all the elements that are taken into consideration when Promotion and/or Tenure decisions are made. There should be no additional standards used in evaluating candidates. All criteria that enter into the decision-making process should be clearly spelled out in the department and/or college/school official document. Additionally, it is helpful to address the standards that are used to determine Promotion and Tenure decisions for all ranks. These standards are not time bound.

**Deans or department chairs must provide a copy of the unit's Promotion and Tenure document to persons on the department and college promotion and tenure review committee(s) and to each candidate who will be considered for promotion and/or tenure in 2024-2025.**

Instructions for the Promotion and Tenure Process for Regular Faculty, Instructions for Promotion of Participating and Emeritus Faculty, and Instructions on Hiring at Advanced Rank are located at: [Promotion and Tenure Guidelines](#)

Promotion and Tenure Calendar Deadlines for 2024-2025

A.

**October 2:** By this date, local committee completes their review and adds recommendation to the dossier.

**November 19:** By this date, the local committee completes their review and adds recommendation to dossier.

**December 9:** By this date, the local committee completes their review and adds recommendation to dossier.

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