

**Case Preparation Time Line  
Mandatory Promotion and/or Tenure  
Promotion in Rank  
Early Tenure  
2012-2013 Academic Year**

**For Decision August 31, 2013:**

March 1, 2012	Date by which candidate must notify Chair and Dean of request for consideration for Promotion or an early Tenure decision (not required for mandatory cases).
November 1, 2012	Cases for Promotion and Continuing Appointment due from department to College Office (mandatory and non-mandatory tenure cases).
December 15, 2012	Cases for Promotion only due from department to College Office.
January 15, 2013	All cases completed by College Promotion and Tenure Committee and forwarded to Dean.
February 1, 2013	Cases must be forwarded to Council on Promotions and Continuing Appointments by Dean (mandatory tenure and promotion).
March 1, 2013	Cases must be forwarded to Council on Promotions and Continuing Appointments by Dean (promotion and non-mandatory tenure and promotion).
June 1, 2013	Council on Promotions and Continuing Appointments must complete review and forward to Provost.
July 1, 2013	Provost completes review and forwards to President.
August 31, 2013	Decision by President and notification to the candidate.

**For Decision by January 15, 2014:**

September 15, 2012	Date by which candidate must notify Chair and Dean of request for consideration for Promotion or an early Tenure Decision (not required for mandatory cases).
March 1, 2013	All cases for mandatory tenure and promotion, promotion only and non-mandatory tenure and promotion are due from department to College Office.
May 15, 2013	All cases completed by College Promotion and Tenure Committee and forwarded to Dean.
October 1, 2013	Cases must be forwarded to Council on Promotions and Continuing Appointments by Dean (mandatory tenure and promotion, promotion only and non-mandatory tenure and promotion).
November 15, 2013	Council on Promotions and Continuing Appointments must complete review and forward to Provost.
December 15, 2013	Provost completes review and forwards to President.
January 15, 2014	Decision by President and notification to the candidate.