

## 2024-2025 Timeline Faculty Promotion and Tenure

<b>2024</b>	
March 1	<ul style="list-style-type: none"> <li>▪ Faculty Promotion and Tenure Registration opens</li> </ul>
May 1	<ul style="list-style-type: none"> <li>▪ Last day to register for promotion. Deadline is 6:00 p.m.</li> </ul>
May 31	<ul style="list-style-type: none"> <li>▪ Deadline to submit a Track Change if going up for promotion</li> </ul>
July 31	<ul style="list-style-type: none"> <li>▪ <u>Deadline for all applicant CV review meetings; No CV's will be reviewed after the deadline.</u> <ul style="list-style-type: none"> <li>○ <i>Kansas City faculty meet with Dianne Durham, Sr. Associate Dean, Faculty Affairs and Development</i></li> <li>○ <i>Salina faculty meet with Dianne Durham, Sr. Associate Dean, Faculty Affairs and Development</i></li> <li>○ <i>Wichita faculty meet with Julie Galliard, Associate Dean, Faculty Affairs and Development</i></li> </ul> </li> </ul>
August 1	<ul style="list-style-type: none"> <li>▪ Deadline for Department APT Committees to meet. The committee chair informs the Department Chair of the committee decisions of applicant support.</li> </ul>
August 15	<ul style="list-style-type: none"> <li>▪ Deadline for applicants to upload all required materials to individual SharePoint folders</li> <li>▪ Deadline to enter all referee contact information in SharePoint</li> <li>▪ SharePoint access will be removed at 6:00 p.m.</li> <li>▪ Deadline for departments to submit the required Department Chair Letter, Department APT Committee Letter, and Division letter (if applicable), for all applicants.               <ul style="list-style-type: none"> <li>○ <i>Department letters for Kansas City and Salina applicants should be emailed to <a href="#">Angie Basgall</a></i></li> <li>○ <i>Department letters for Wichita applicants should be emailed to <a href="#">Kaycee Miller</a></i></li> </ul> </li> </ul>
August 15	<ul style="list-style-type: none"> <li>▪ Faculty Affairs and Development begins contacting referees to request reference letters</li> </ul>
September	<ul style="list-style-type: none"> <li>▪ SoM APT Committee begins the applicant review process</li> </ul>
November 1	<ul style="list-style-type: none"> <li>▪ Last day for letters to be received from referees if different from the deadline stated on the initial letter request. <i>(Applications will not be reviewed if the minimum number of referee letters is not received. The applicant will be notified.)</i></li> </ul>
November 5	<ul style="list-style-type: none"> <li>▪ Referee letter updates are sent to applicants</li> </ul>
<b>2025</b>	
January	<ul style="list-style-type: none"> <li>▪ Joint SoM APT Committee Meeting is held to finalize recommendations.</li> <li>▪ Joint Meeting results are presented to the SoM Executive Dean</li> </ul>
February	<ul style="list-style-type: none"> <li>▪ SoM Executive Dean's final recommendations are forwarded to the Vice Chancellor's for Academic and Student Affairs. Applicants and department chairs are informally notified of decisions by letter from the SoM Executive Dean. Not recommended notifications include details on how to appeal the decision.</li> <li>▪ Appeal Deadline: Two weeks after the not recommended letters are sent, the faculty member may file a procedural appeal with the Vice Chancellor's for Academic and Student Affairs. After the two-week period ceases, appeal hearings are held. Appeal information is detailed in the <a href="#">KUMC Handbook for Faculty, pages 95-98, April 27, 2016 revision</a>.</li> </ul>
February-March	<ul style="list-style-type: none"> <li>▪ The Vice Chancellor for Academic and Student Affairs promotion recommendations are submitted to the KUMC Executive Vice Chancellor (EVC) who then forwards to the KU Chancellor for final approval.</li> </ul>
March-April	<ul style="list-style-type: none"> <li>▪ The Chancellor finalizes the recommendations and communicates decisions to the EVC. The Chancellor presents the approved list of promoted/tenured faculty members to the Kansas Board of Regents. Official letters of congratulations to the applicants are sent.</li> </ul>
June	<ul style="list-style-type: none"> <li>▪ Promoted Faculty Recognition Bookplate Program notification is sent</li> </ul>
July	<ul style="list-style-type: none"> <li>▪ Promotion and/or Tenure is effective <b>July 1, 2025</b></li> </ul>