

Tenure and Promotion Calendar

April 1	Deadline for candidates to declare intent to file for tenure and/or promotion to department/college
May 1	List of external reviewers due to department/college
September 1	Deans submit a list of all faculty applying for tenure and/or promotion to the Provost's Office. Email list to provost@memphis.edu .
Internal deadline set by each College or School	Department Heads and Committees submit recommendations to College Committee
Internal deadline set by each College or School	College/School Committees submit recommendations to the Dean
December 1	Required documents from the candidates' dossiers and recommendations of Department Chairs, Department Committees, College Committees, and Deans submitted to the Provost via OneDrive
February 1	Candidates notified of the Provost's recommendation Provost recommendations forwarded to the President for review
March 1	Candidates receiving a negative recommendation from the Provost must contact the Chair of the Appeals Committee if they intend to appeal the recommendation
April 1	Recommendations by the Appeals Committee are forwarded to the President for review. <ul style="list-style-type: none"> • The Board of Trustees will be notified of the President's recommendations of the candidates for tenure and/or promotion prior to the June board meeting. • The Board of Trustees will review and vote on the recommendations at its June meeting. • Upon notification of the Board's approval, the President will notify the candidates of the decision.
September 1	Effective date of tenure and/or promotion of approved candidates