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9/17/2026

TO: Leo Arriola, Dean, SSHA
Rakesh Goel, Dean, SOE
Lou Rossi, Dean, SNS

CC: Eileen Camfield, Chair, CAP

FROM: Tom Hansford, VPAP

RE: Case Material Submission Deadline

As listed in the Schedule for Academic Personnel Actions, Senate faculty candidates for promotions, merits, quinquennial reviews, and mid-career appraisals must submit their materials to the School by July 1 of the academic year during which they will be reviewed. The following clarifications regarding this deadline will take effect next summer (Summer 2027) and will remain in place moving forward.

Promotion to Associate Professor or Associate Teaching Professor

There can be no extension to the July 1 material submission deadline for these cases. If a candidate for an “on-time” promotion review (i.e., review during their seventh year “on the clock”) does not submit their materials by July 1, the review commences without candidate-provided materials. Schools should make this clear to candidates, well in advance of the deadline.

If a candidate seeking an “early” review for promotion to Associate (i.e., review during their sixth year on the clock or sooner) fails to submit materials by July 1 then this will automatically defer review for promotion to the following year, with no retroactive application.

Consistent with prior practices, candidates for promotion to the Associate rank may later supplement their materials (e.g., adding a newly accepted publication) after the July 1 deadline. The addition of new materials does not re-start or delay the review process, however. New materials are thus not guaranteed to be available to letter writers, review committees, eligible voting faculty, etc., depending on when the materials are entered during the review process.

Quinquennial Reviews

For quinquennial review cases, the July 1 submission deadline applies. However, upon specific and justified request by the candidate, the Dean shall have the authority to extend this deadline to no

later than August 1. Any extensions beyond August 1 can only be granted by the Vice Provost for Academic Personnel (VPAP), and would only occur under exceptional circumstances.

If a faculty member who is subject to quinquennial review does not submit their materials by the deadline, the review commences without candidate-provided materials. Schools should make this clear to candidates, well in advance of the deadline.

Mid-Career Appraisals

For MCAs, the July 1 submission deadline applies. However, upon specific and justified request by the candidate, the Dean shall have the authority to extend this deadline to no later than August 1. Any extensions beyond August 1 can only be granted by the VPAP, and would only occur under exceptional circumstances.

Failure to submit materials by the deadline will cause the review to commence without candidate-provided materials. Schools should make this clear to candidates, well in advance of the deadline.

All Other Advancement or Promotion Cases

For cases of promotion to Full (Teaching) Professor, advancement to Step VI, advancement to Above Scale, other advancement in step within rank (i.e., merits), or career equity review, the July 1 submission deadline applies. However, upon specific and justified request by the candidate, the Dean shall have the authority to extend this deadline to no later than August 1. Any extensions beyond August 1 can only be granted by the VPAP under exceptional circumstances.

For these actions, a candidate's failure to submit required materials by the deadline will automatically defer review to the following academic year, with no retroactive application.

Summary of Senate Faculty Case Material Submission Deadlines

Action	Candidate Material Submission Deadline	Extendable by Dean?	Consequence of Missing Deadline
Promotion to Associate (On-Time)	July 1	No	Review w/out cand. materials
Promotion to Associate (Early)	July 1	No	Review deferred
Quinquennial Review	July 1	Yes (to 8/1)	Review w/out cand. materials
MCA	July 1	Yes (to 8/1)	Review w/out cand. materials
Other Promotion/Advancement and CER	July 1	Yes (to 8/1)	Review deferred