

**SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST
TARGET DATES FOR TENURE AND PROMOTION REVIEW
2023-24**

NO LATER THAN:

Monday, April 10	Candidate provides dean and department chair/program director with names of at least two external referees and names of persons not to be contacted, works to be evaluated and professional CV, as described in <i>Guidelines and Requirements for Candidates</i> .
Monday, April 24	Department/program director provides dean with names of two external referees who have agreed to serve.
Thursday, April 27	College or school Rank and Tenure Committee begins service. College or school Rank and Tenure Committee may begin process of electing chair and assigning responsibilities.
Thursday, April 27	Dean gives college or school Rank and Tenure Committee the names of external referees selected by the candidate and the department, along with any persons the candidate has requested not be contacted for references.
Thursday, May 4	President and Provost meet with department chairs, College/School and University Rank and Tenure Committee Members, and deans to review rank, tenure and promotion policies and procedures.
Monday, May 8	Dean solicits evaluations from the four referees nominated by candidate and department/program.
Tuesday, May 30	College or school Rank and Tenure Committee provides dean with the names of at least two external referees who have agreed to serve. Dean begins soliciting evaluations from external referees nominated by college or school Rank and Tenure Committee.
September	<i>This is an optional step.</i> Dean meets with college or school Rank and Tenure Committee(s) to determine procedures that ensure internal consistency.
Wednesday, Sept 6	Candidate provides a completed petition and backup documentation to dean and department chair/program director.
Friday, October 6	Department chair/program director submits departmental recommendation materials to dean, who transmits to college or school Rank and Tenure Committee.
Monday, November 6	College or school Rank and Tenure Committee submits recommendations as completed to dean. All recommendations must be submitted by date shown.
Tuesday, January 2	Dean submits materials as completed with his or her recommendations to Provost. All materials and recommendations must be submitted by date shown.
Wednesday, January 3	Provost transmits materials as completed to University Rank and Tenure Committee. All materials and recommendations must be submitted by date shown.
Friday, February 9	University Rank and Tenure Committee submits materials as completed with its recommendations to Provost, who submits his or her recommendations to the President. All materials and recommendations must be submitted by date shown.
Spring 2024	President notifies candidates of decisions after meeting with Provost and with University Rank and Tenure Committee.