

**SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST**

**TARGET DATES FOR TENURE AND PROMOTION REVIEW
2025-26**

NO LATER THAN:

Monday, March 17	Faculty Development and Faculty Affairs host prep session on petitioning for tenure and/or promotion to support faculty candidates (12:15-1:15pm, St. Clare Room, Learning Commons).	
Thursday, March 27	Candidates who are requesting to submit an <u>early</u> application for tenure, or who are requesting to submit an application for promotion to full professor, must complete and submit this form no later than Thursday, March 27, 2025. Requests received after March 27, 2025 will not be accepted for this petition cycle.	Outside Interfolio, via form
Monday, April 7	The Candidate provides the Dean and department chair/program director with names of at least two external referees and names of persons not to be contacted (use this form), works to be evaluated and professional CV, as described in <i>Guidelines and Requirements for Candidates</i> .	Outside Interfolio, via email
Monday, April 21	The department chair/program director provides the Dean with names of two external referees who have agreed to serve.	Outside Interfolio, via email
Thursday, April 24	The College or school Rank and Tenure Committee begins service. Members may begin the process of electing a chair and assigning responsibilities, with attention to recusal rules (Faculty Handbook 3.4.4.4) and to the allowance for additional members and subcommittees if the caseload is eight or greater (Faculty Handbook 2.11.2.1). The Dean shares referee lists with school committees. Candidate materials sent to external referees are shared with school committees as well.	
Monday, May 5	The Dean solicits evaluations from the four referees nominated by candidate and department/program.	Outside Interfolio
Thursday, May 8	The Provost meets with department chairs, College/school and University Rank and Tenure Committee members, and deans to review rank, tenure and promotion policies and procedures (12:00-1:00pm, Executive Conference Room, St. Joseph).	
Tuesday, May 27	The College or school Rank and Tenure Committee provides the Dean with the names of at least two external referees who have agreed to serve. The Dean begins soliciting evaluations from external referees nominated by the College or school Rank and Tenure Committee.	Outside Interfolio
Early August	The Provost's Office creates case in Interfolio and uploads Provost Office SET Report.	In Interfolio for all Candidates
September	<i>This is an optional step.</i> The Dean meets with College or school Rank and Tenure Committee(s) to determine procedures that ensure internal consistency.	
Wednesday, Sept 3	The Candidate provides a completed petition and backup documentation to the Dean and department chair/program director. All candidates will use Interfolio for certain documents (see <i>Guidelines and Requirements for Candidates</i>). Tenure candidates will submit supporting evidence in Interfolio. Candidates for	In Interfolio, with allowed option for Candidates for promotion to full professor (see left)

promotion to full professor have the option to submit supporting evidence in Google Drive, but must have indicated this on their intent to petition for promotion (March 27, 2025). This option will sunset after the Fall 2026 petition cycle.

Friday, September 5	After the Candidate has submitted their case in Interfolio, the dean's office transfers contents of folders C and D from Google Drive (professional CV and works to be evaluated by external referees), along with the external referee letters, discipline-specific scholarship standards, and a hiring MOU if one exists, to the "DSS and External Referee Materials" section in the Candidate's case.	In Interfolio for all Candidates
Friday, October 3	The department chair/program director sends the case, including the departmental recommendation materials, to the College or school Rank and Tenure Committee.	In Interfolio for all Candidates
Monday, November 3	The College or school Rank and Tenure Committee sends the cases, including their reports, to the Dean. All recommendations must be submitted by date shown. The cases become available to the University Rank and Tenure Committee at the same time.	In Interfolio for all Candidates
Friday, January 2	The Dean sends the case, including their letters, to the University Rank and Tenure Committee. All materials and recommendations must be submitted by date shown.	In Interfolio for all Candidates
Friday, February 6	The University Rank and Tenure Committee sends the case, including its reports, to the Provost, who submits their recommendations to the President. All materials and recommendations must be submitted by date shown.	In Interfolio for all Candidates
Spring 2026	The President notifies candidates of decisions after meeting with the Provost and with the University Rank and Tenure Committee.	Outside of Interfolio. Provost's Office will upload decision letter to Interfolio for all Candidates.
Spring 2026	Petitions for Reconsideration	Outside of Interfolio. Provost's Office will upload decision letter to Interfolio for all Candidates.