SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST

TARGET DATES FOR TENURE AND PROMOTION REVIEW
2027-28

NO LATER THAN:	*(All steps on this page take place outside Interfolio, via form or email.)*
2026	
Tuesday, December 8	Faculty Development/Faculty Affairs host an information session on petitioning for tenure and/or promotion to support faculty candidates (12:00-1:00pm, Williman Room, Benson Memorial Center).
2027	
Friday, January 15	Candidates who are required to submit an application for tenure, or who are requesting to submit an early application for tenure or an application for promotion to full professor, must complete and submit this form no later than Friday, January 15, 2027. **Requests received after January 15, 2027 will not be accepted for this petition cycle.** For those candidates for whom the petition is elective rather than required, you may withdraw your request up until April 1, 2027. Candidates electing an early tenure petition should consult with tenured members of their department and the dean to determine if an early application is advisable (see sections 3.4.3.2 and 3.7.2 of the Faculty Handbook).
Monday, March 1	The Candidate provides the department or process chair with a preliminary list of external referees and names of persons not to be contacted, as well as a professional curriculum vitae. The tenured faculty confirm the availability of candidate selections that are certain (an email solicitation template is available for your use), and begin to identify and confirm department external referees if possible. This month, the tenured faculty determine if one or more collaborator letters are needed to identify the nature, extent and quality of the candidate's contribution.
Wednesday, March 17	The Associate Provost for Faculty Personnel and Policy meets with department and process chairs to review March-April procedures, namely the process for confirming candidate referees, identifying department referees, and deciding whether collaborator letters are needed (3:00-4:00pm, Zoom only, rsvp).
Thursday, April 1	The Candidate provides the Dean and department or process chair with names of at least two external referees and names of persons not to be contacted (use this form). The form has a place to indicate the version of the discipline-specific standards the candidate elects to apply in their case. **If the petition is elective, this is the final date by which the candidate may withdraw their request to petition** (email facultyaffairs@scu.edu). Pre-MPR faculty who elect to withdraw will be required to submit an MPR in January 2028.
April 1-15	The department or process chair notifies the candidate of the name(s) of collaborator(s) the tenured faculty would like to consult, so that the candidate can file a written objection with the chair regarding any of the names on the list. The tenured faculty subsequently finalize the list of collaborators and confirm that they are available to serve.
Thursday, April 15	The Candidate provides the Dean and department or process chair with works to be evaluated and final professional CV, as described in *Guidelines and Requirements for Candidates*.
Thursday, April 15	The department or process chair provides the Dean with names of two external referees who have agreed to serve (use this form) and any collaborators the department has identified who are willing to write (use this form for listing collaborators who have confirmed their availability). The department or process chair will also notify the dean of any tenured faculty who are eligible to participate in the department review who, by virtue of their own collaborations with the scholarship or creative work of the candidate, might have a conflict of interest. The dean will determine how to manage the conflict and communicate any restrictions on participation with Faculty Affairs staff.

	(April through June steps take place outside Interfolio. All subsequent steps take place in Interfolio, unless otherwise noted.)
Friday, April 16	The College or school Rank and Tenure Committee 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, along with candidate materials sent to external referees. Newly elected members for the following year may participate.
Wednesday, April 21	The Dean solicits evaluations from the four referees nominated by the candidate and the department/program, and from collaborators (if any).
Monday, May 3	The Provost meets with department and process 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, Lucas 125, rsvp).
Friday, May 28	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 committees are responsible to confirm availability to serve. The Dean begins soliciting evaluations from external referees nominated by the College or school Rank and Tenure Committee.
June 1	Newly elected members of the Rank and Tenure Committees begin their formal term.
Early August	The Provost's Office creates the Interfolio case and adds the Provost Office SET Report.
September	The Dean may choose to meet with their College or school Rank and Tenure Committee(s) to determine procedures that ensure internal consistency.
Thursday, September 2	The Candidate submits a completed petition with backup documentation in Interfolio (see *Guidelines and Requirements for Candidates*).
Tuesday, September 7	After the Candidate has submitted their case in Interfolio, the dean's office transfers documents from Google Drive (professional CV, works to be evaluated by external referees, and referee lists), along with the external referee letters, discipline-specific scholarship standards, and, if part of the case, a hiring MOU and/or collaborator letters and lists. These are added to the "DSS and External Referee Materials" section in the Candidate's case. The dean's office then sends the case to the department for review.
Friday, October 15	The department chair/program director sends the case, including the departmental recommendation materials, to the College or school Rank and Tenure Committee. If there are a large number of cases, the Dean may request access to the cases at this time.
Friday, November 12	The College or school Rank and Tenure Committee sends the cases, including their reports, to the Dean. All recommendations must be submitted by the date shown. The cases become available to the University Rank and Tenure Committee at the same time.
2028	
Tuesday, January 4	The Dean sends the cases, including their letters, to the University Rank and Tenure Committee. All materials and recommendations must be submitted by this date.
Tuesday, February 1	The University Rank and Tenure Committee (URT) sends the cases, including its reports, to the Provost. All materials and recommendations must be submitted by the date shown.
February-March	The Provost reviews the cases and may meet with the URT, then meets with the President.
Spring	The President notifies candidates of decisions via mail or email, typically by the first week of April.
Spring	Petitions for Reconsideration may be filed within 30 days of receipt of the decision letter (see section 3.4.8 of the Faculty Handbook). The petition is sent to the University President via email and shared with reviewers in Interfolio. Within the next 30 days, each reviewing person or committee submits their recommendation independently to the President via email, NOT in Interfolio. The President's decision is due to the candidate at the conclusion of this 30-day period. This decision is final. The reconsideration recommendations are added to the Interfolio case after the decision has been communicated.