

2024-2025*

**Timeline for Award of Tenure, Promotion with Tenure, Tenured Promotion Actions
 Timeline for Non-Tenure Track & Tenure Track Promotions and Reappointments**

THESE ARE INTERNAL TIMELINES FOR DEPARTMENTS AND SPH FACULTY AFFAIRS ONLY.

MONTH	TIMELINE	ACTIVITY	DETAIL
MAY	Annually, by mid-May	The Faculty Affairs Coordinator will forward a list of faculty eligible for award of tenure, promotion with tenure, tenured promotion, non-tenure track and tenure track promotions and reappointments to Chairs, with CURRENT Rutgers Health instructions and promotion/tenure/reappointment forms.	Both forms and instructions are known to change from year to year. Faculty should double check that all instructions and forms being used are for CURRENT AY (e.g., they may have started filling out Form 1 in prior year using old forms).
	On or before June 1	Departments send confirmation of eligible faculty to Faculty Affairs Coordinator.	
JUNE	On or before June 15	Chairs will provide faculty member(s) with a letter initiating the promotion, tenure, and/or reappointment process, with all necessary and current forms.	Center actions will require a department chair letter of support.
	On or before July 1	Departments will develop a list of referees and begin to solicit referee letters.	
JULY-AUG	July 1-August 30	Faculty Affairs Office will provide review of materials for feedback PRIOR to departmental meetings.	Faculty members are also encouraged to send <u>early drafts of their Form 1 to Jude McLane (Provost's Office) for feedback at mclane@oq.rutgers.edu</u> . Please note Jude will also review NTT Form 1 materials. Promotion to and within the tenured ranks are reviewed first. Reviews by FA and Jude McLane's office will <u>minimize correction emails from Jude's office later in the process.</u>
SEPTEMBER	September 1-September 30	The Chair will oversee the departmental review process, departmental review meeting and provide the Faculty Affairs Coordinator their recommendation (Form 4) for all tenured actions.	Departmental review meetings should be held prior to September 30 for submission of Form 4's to Faculty Affairs Coordinator on or before October 1.
SEPTEMBER	On or before October 1	Depending on NTT track and action departments will develop a list of referees and begin to solicit referee letters.	Be sure to check in with Faculty Affairs Coordinator if there are any questions related to letters for NTT actions.

OCTOBER	October 1	The recommendation of the Department and all supporting materials will be provided to the Dean's Advisory and Promotion Committee for review.	<p>All forms must be submitted to Faculty Affairs Coordinator in PDF package format, with Form 4 separate.</p> <p>It is the responsibility of the department chair to notify the candidate, <u>in writing</u>, of the recommendation of the department within <u>five</u> working days after the department has met and voted on its recommendation. This notification will be the only notice to the candidate until final notice described in Section P of instructions. Template language is also provided in instructions.</p>
	Mid-October	The Dean will provide his written recommendation (Form 5) and the Faculty Affairs Coordinator will transmit all supporting materials to the PRC for Board of Governor's approval for all tenured actions.	
	On or before November 1	All award of tenure, promotion with tenure, tenured promotion actions MUST be submitted to PRC.	!
JANUARY	On or before January 30	The Chair will oversee the departmental review process, departmental review meeting and provide the Faculty Affairs Coordinator their recommendation (Form 4) for all <u>non-tenure, tenure-track promotions and reappointments</u>.	<p>It is the responsibility of the department chair to notify the candidate, <u>in writing</u>, of the recommendation of the department within <u>five</u> working days after the department has met and voted on its recommendation. This notification will be the only notice to the candidate until final notice described in Section P of instructions. Template language is also provided in instructions.</p> <p>Center actions will require a department chair letter of support.</p>
FEBRUARY	February 1	The recommendation of the Department and all supporting materials will be provided to the Dean's Advisory and Promotion Committee for review.	All forms must be submitted to Faculty Affairs Coordinator in PDF package format, with Form 4 separate.

MARCH	Mid-March	The Dean will provide his written recommendation (Form 5) and the Faculty Affairs Coordinator will transmit all supporting materials to the Office of RBHS Faculty Affairs for all non-tenure, tenure-track promotions and reappointments.	
	On or before April 1	All Non-Tenure, Tenure-Track Promotions and Reappointments MUST be submitted to PRC.	!
	July 1	All approved actions become effective July 1	No notification of outcome should be relayed to faculty members until formal notification is received from Provost's Office.

***Instructions and forms are subject to change from academic year to academic year.**