

## COE TIMELINE FOR THE 2025-2026 REVIEW CYCLE

*(review dates may be adjusted slightly when cohort sizes are determined)*

SPRING AND SUMMER 2025			
Dates:	Cohort:	Who:	Action:
March 2025	All	Department Heads	Conduct department elections for College P&T Ballot
April 2025	All	Tenure-track Faculty	Promotion and Tenure Panel Discussion Workshop
April 2025	All	Tenured & Tenure-Track Faculty	College P&T Committee Election
April 1, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Candidates	Candidates who will have a tenure review in the 2025-2026 cycle have until this date to return or confirm acceptance of the one-year extension due to COVID-19.
April 15, 2025	2 <sup>nd</sup> , 3 <sup>rd</sup> , 6 <sup>th</sup> Year, Promotion, Tenure, & Early	Dean's Office	Send lists to department heads of faculty who will have reviews in 2025-2026, except for promotion to Professor, early tenure, and special cases.
May 1, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Department Heads	Return confirmation of April 15 list, adding names of candidates for promotion to Professor. <i>(include probable candidates)</i>
May/June 2025	All Review Levels	Department Heads	Committees formed and charged/instructed for incorporation of student feedback into the dossier. <i>(new process)</i>
May/June 2025		College P&T Committee	Dean's office works with college committee members to schedule meetings for August through February
May/June 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early with JOINT APPOINTMENTS	Department Heads	Consult secondary department heads regarding early tenure (if applicable) and promotion to full cases; discuss potential external evaluators
June 2, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Department Heads	Submit request with justification for early tenure review for consideration by the Dean (prior consultation with ADF).
June 2025	P&T Staff	Admin Staff	P&T Workshop for Staff (review timeline, processes, dossier, format, PTORP)
June 16, 2025	Departments	Department Heads and Admin Staff	Submit department P&T criteria and guidelines to Dean's office, with revisions highlighted
June 30, 2025	6 <sup>th</sup> Year and Tenure	Candidates	Latest date to submit a request for Stays of Tenure to be effective for 2025-2026 review cycle.

Dates:	Cohort:	Who:	Action:
June 30, 2025	All	Dean's Office	Updated College P&T Guidelines are due to OFA. <i>(must include new process for incorporating student feedback into dossier)</i>
July 1, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Department Heads	For each candidate, submit pre-contact log of anticipated external evaluators, indicating which were suggested by the candidate, and sample letter to evaluators. <b>Candidates may not see this list nor may they contact anticipated evaluators at any time.</b>
July 1, 2025	All	SFP/OFA	Administrative Guidelines are posted on the Faculty Affairs website: <a href="https://facultyaffairs.psu.edu/promotion-and-tenure/">https://facultyaffairs.psu.edu/promotion-and-tenure/</a>
July 1, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Candidates	Candidates complete final assembly of materials for external evaluators
July 8, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Dean's Office	Latest date for confirmation of anticipated external evaluators and sample letter to evaluators
July 15, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Department Heads	Submit confirmation that external evaluators have been contacted for all candidates so that letters are received by the department head <b>no later than September 1, 2025.</b>
July 2025	P&T Staff	Admin Staff	Activity Insight workshop for staff proxies
July 2025	Faculty	Dean's Office	Dossier work sessions for all faculty (optional)
July 2025	All	Candidates, Department Heads, Admin Staff	Optional (encouraged) advance dossier reviews by dean's office
FALL 2025			
Dates:	Cohort:	Who:	Action:
August	Faculty	Faculty	Activity Insight training for faculty; times and locations to be announced
August	All	Dean & ADF	Department Heads are updated and charged.
On or before August 20, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Admin Staff	Unsigned dossier assembled and with prior department head and candidate review is submitted to dean's office for approval. Dossiers will be returned to the department for edits; some may require re-review. Dean's office review must be completed prior to candidate's final review and signature.
August 25, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Student Feedback Committees and Admin Staff	Student feedback committees complete their summaries (750-word max). Summaries are shared with candidates and added to dossiers. Candidates may choose to update their narrative statements after reading the summary.

Dates:	Cohort:	Who:	Action:
August 31, 2025	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> year	Faculty Requesting Extensions or Stays for 2025-26 Cycle	If a faculty member (not scheduled for a 6 <sup>th</sup> year review) who was hired before or during 2020 wants the one-year COVID extension of the probationary period to take effect immediately, confirmation of the extension must occur by August 31. This would generally also be the last date to request a stay of tenure to be effective for the 2025-26 cycle for these cohorts.
August-September, 2025	All	Dean's Office (ADF)	Charge of College P&T Committee
September 8, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Candidates, Department Heads, Admin Staff	Candidates complete final review of the dossier and sign the candidate signature page attesting that the final version of the dossier is correct. Then the dossier and external letters (not seen by candidate) are uploaded to PTORP. <b>This must be completed before any reviews are officially completed.</b>
September 8, 2025	Departments	Department Head and Admin Staff	Send list of members of Department P&T review committee, including title and method of selection for each member, indicating the chair
September, 2025	Departments	Department Head	Charge department P&T committee members
On or before September 22, 2025	4 <sup>th</sup> and 5 <sup>th</sup> year	Admin Staff	Unsigned dossier assembled and with prior department head and candidate review is submitted to dean's office for approval. Dossiers will be returned to the department for edits; some may require re-review. Dean's office review must be completed prior to candidate's final review and signature
September 2025	Departments	Department Heads and Chairs of Department Committees	Office of Faculty Affairs: Promotion and Tenure Workshop TBD
September, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early with JOINT APPOINTMENTS	Secondary Department Head	Using PTORP, the dossier is sent to the secondary department head for review and writing of an evaluation letter. The letter is returned to the primary department head and added to PTORP before the dossier goes to the department P&T committee.
September 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	Department committee and Admin Staff	Department committee completes reviews and submits letters to department staff. Admin staff upload letters to PTORP.
October 1, 2025	4 <sup>th</sup> and 5 <sup>th</sup> Year	Student Feedback Committees and Admin Staff	Student feedback committees complete their summaries (750-word max). Summaries are shared with candidates and added to dossiers. Candidates may choose to update their narrative statements after reading the summary.

Dates:	Cohort:	Who:	Action:
October 8, 2025	6 <sup>th</sup> Year, Promo, Tenure, & Early	Department Head and Admin Staff	Department head completes reviews and submits letters to department staff. Admin staff upload letters to PTORP.
October 15, 2025	4 <sup>th</sup> and 5 <sup>th</sup> Year		Candidates complete final review of the dossier and sign the candidate signature page attesting that the final version of the dossier is correct. Then the dossier is uploaded to PTORP. <b>This must be completed before any reviews are completed.</b>
October 2025	4 <sup>th</sup> and 5 <sup>th</sup> year with JOINT APPOINTMENTS	Secondary Department Head	Using PTORP, the dossier is sent to the secondary department head for review and writing of an evaluation letter. The letter is returned to the primary department head and added to PTORP before the dossier goes to the department P&T committee.
October/ November, 2025	4 <sup>th</sup> and 5 <sup>th</sup> Year	Department Committee and Admin Staff	Department committee completes reviews and submits letters to department staff. Admin staff upload letters to PTORP.
November 7, 2025	6 <sup>th</sup> Year, Promotion, Tenure, & Early	College Committee	College committee completes 6 <sup>th</sup> year, tenure-only, and early tenure reviews.
November 17, 2025	4 <sup>th</sup> and 5 <sup>th</sup> Year	Department Head and Admin Staff	Department head completes reviews and submits letters to department staff. Admin staff upload letters to PTORP.
November 20, 2025	6 <sup>th</sup> Year, Promo, Tenure, & Early	College Committee	College committee completes promotion to Professor reviews.
November-December, 2025	2 <sup>nd</sup> and 3 <sup>rd</sup> Year	Department Heads and Candidates	Final meeting to discuss dossier preparation and concerns. Review narrative statement.
SPRING 2026			
Dates:	Cohort:	Who:	Action:
January 2026	4 <sup>th</sup> and 5 <sup>th</sup> Year	College Committee	College committee completes 4 <sup>th</sup> and 5 <sup>th</sup> year reviews
On or before January 15, 2026	2 <sup>nd</sup> and 3 <sup>rd</sup> Year	Admin Staff	Unsigned dossier assembled and with prior department head and candidate review is submitted to dean's office for approval. Dossiers must include fall semester data. Dossiers will be returned to the department for edits; some may require re-review. Dean's office review must be completed prior to candidate's final review and signature.

Dates:	Cohort:	Who:	Action:
January 20, 2026	2 <sup>nd</sup> and 3 <sup>rd</sup> Year	Student Feedback Committees and Admin Staff	Student feedback committees complete their summaries (750-word max). Summaries are shared with candidates and added to dossiers. Candidates may choose to update their narrative statements after reading the summary.
January 2026	All	College Committee	Any needed consultations with dean completed prior to or during January.
January-February 2026	6 <sup>th</sup> Year, Promo, Tenure, & Early with JOINT APPOINTMENTS	Dean and Secondary Dean	Consultation/discussion before submission to University Committee.
February 1, 2026	2 <sup>nd</sup> and 3 <sup>rd</sup> Year	Admin Staff	Candidates complete final review of the dossier and sign the candidate signature page attesting that the final version of the dossier is correct. Then the dossier is uploaded to PTORP. This must be completed before any reviews are completed.
February 1, 2026	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Year, Promotion, Tenure, & Early	Candidates, Department Heads, Admin Staff	Factual changes to dossiers must be made on or before February 1, per University Guidelines. These changes must be only new significant accomplishments since dossier submission.
February 2-10, 2026	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Year, Promotion, Tenure, & Early	All Review Levels	Department committee, department head, and college committee must re-review any dossier with new factual information added after the prior review. Memos stating no change or new letters must be added. Prior letters also remain.
February 2026	2 <sup>nd</sup> and 3 <sup>rd</sup> Year with JOINT APPOINTMENTS	Secondary Department Head	Using PTORP, the dossier is sent to the secondary department head for review and writing of an evaluation letter. The letter is returned to the primary department head and added to PTORP before the dossier goes to the department P&T committee.
February 2026	2 <sup>nd</sup> and 3 <sup>rd</sup> Year	Department Committee and Admin Staff	Department committee completes reviews and submits letters to department staff. Admin staff upload letters to PTORP.
February 23, 2026	6 <sup>th</sup> Year, Promo, Tenure, & Early	Dean's Office	Dean completes final review revisions and submits letters.
February 27, 2026	6 <sup>th</sup> Year, Promo, Tenure, & Early	Dean's Office	Completed dossiers are forwarded to University committee via PTORP.
March 2, 2026	2 <sup>nd</sup> and 3 <sup>rd</sup> Year	Department Head and Admin Staff	Department head completes reviews and submits letters to department staff. Admin staff upload letters to PTORP.
March-April 2026	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Year with JOINT APPOINTMENTS	Dean and Secondary Dean	Consultation/discussion before dean's letter finalized and review returned

<b>Dates:</b>	<b>Cohort:</b>	<b>Who:</b>	<b>Action:</b>
March-April, 2026	<i>6<sup>th</sup> Year, Promo, Tenure, &amp; Early</i>	Dean and ADF	Hold calendar blocks as requested for possible consultation with the University committee
March-May 2026	<i>2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Year</i>	Dean's Office	Review results returned to Department Heads and candidates.
April 30, 2026	<i>2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Year</i>	Dean's Office	Notify SVP and OFA of results of 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Year Reviews
May 4, 2026	<i>6<sup>th</sup> Year, Promo, Tenure, &amp; Early</i>	President & Provost	Notify Dean of final decisions on promotion and tenure