

College of Education
UNIVERSITY OF HOUSTON

PROMOTION AND TENURE PROCESS TIMELINE

(Deadlines are subject to change based on final UH Promotion and Tenure Process Timeline)

*Promotion and Tenure College Representatives:
Associate Dean for Faculty and Staff (Dr. Mimi Lee) and Michelle Yates*

TASK	TIMELINE
Annual Performance Review	Years 1 and 2
Mandatory Pre-Tenure Review (3 rd year review)	Year 3
Annual Performance Review	Years 4 and 5
Chair engages candidate in discussion of preparation for P&T review	Early Fall Semester of Year 5 prior to the mandatory P&T review year
Candidate begins to prepare dossier for external review and internal review	Early Spring Semester prior to mandatory P&T review year
<i>Administrative: P&T College representative submits electronic face sheets for promotion and tenure candidates</i>	June
The Office of Provost provides University P&T Guidelines which are then distributed to deans and department chairs.	June
P&T College Representative(s) provides university, college, and department guidelines along with timelines to Faculty who will undergo review.	Mid-June
Notification of candidate and chair access to electronic site to be provided by P&T College Representative(s) and/or Faculty Affairs	June
Candidate submits CV and representative works with Department Chair for Chair to provide to external reviewers.	June 1
According to the procedures outlined in the University guidelines for identifying external reviewers, Chair identifies external reviewers, secures their agreement to participate in the external review and provides access to CV and representative works for candidate.	June 5 - 12
External reviewers return their reviews.	August 1
Candidate completes and submits electronic dossier for on-campus reviews.	August 15
Department Chair completes and submits electronic 1) External review packet 2) Appointment materials 3) Relevant P&T guidelines	August 15
<i>Administrative: P&T College Representative(s) meets with Department Committee; Department Committee elects committee chair and newly elected chair advises P&T College Representative(s) who will be serving as committee chair.</i>	August 15 - 29
<i>Administrative Task Period for P&T College Representative(s) and Faculty Affairs – level Change</i>	August 15 – September 6

P&T College Representative(s) notify Department Committee of access to candidate dossier.	September 2 - 6
Department P&T Committee and Chair complete independent reviews; candidate has opportunity to respond at each step (includes opportunity for candidate to respond and reconsideration to occur before September 29)	September 27
<i>Administrative: P&T College Representative(s) meets with College Committee; College Committee elects committee chair and newly elected chair advises P&T College Representative(s) who will be serving as committee chair.</i>	September 6 - 20
<i>Administrative Task Period for P&T College Representative(s) and Faculty Affairs – Level Change</i>	September 30 – October 9
P&T College Representative(s) notify College P&T Committee of access to candidate dossier.	October 2 - 9
College P&T Committee completes review and provides signed recommendation and any reconsideration materials to P&T College Representative(s); (includes opportunity for candidate to respond and reconsideration to occur before October 30)	October 30
<i>Administrative Task Period for P&T College Representative(s) and Faculty Affairs – Level Change</i>	October 30 – November 6
Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before November 22)	November 22
<i>Administrative Task Period for P&T College Representative(s) and Dean Finalize electronic dossier.</i>	November 22 - 29
Dean completes candidate dossier and informs Faculty Affairs	* December 2, 2024
University P&T Committee organizational meeting; University P&T Committee forwards recommendation to the Provost; Candidate has opportunity to respond (e.g. Reconsideration must occur before the end of February); Provost makes recommendation to the Chancellor/President; Candidate has opportunity to respond (e.g. reconsideration must occur before mid-April)	December 2024 – April 2025
Candidate notified of P&T decision by Chancellor/President	End of May 2025
Promotion and Tenure decision becomes effective	September 1, 2025