

Schedule for Promotion and Tenure Appeals – AY 2025-2026	
Actions	Completed by
Provost sends written notification of promotion and/or tenure decisions	June 8, 2026
Appellant submits a written appeal letter to the president <i>See Policy and Procedures for Tenure and Promotion Appeals</i>	Aug. 7, 2026
– President sends copies of all appeal letters to the provost and the chair of the Tenure & Promotion Appeals Committee (TPAC) – TPAC chair sends each appellant an acknowledgement of receipt of her/his appeal, with a copy to her/his dean and department chairperson	Aug. 12, 2026
– TPAC convenes to consider each appeal letter and votes to either dismiss the appeal or conduct a full review (<i>see Appendix A for access to the appellant's promotion/tenure file</i>) – TPAC chair then notifies the president of TPAC's decision regarding each appeal case (<i>see Appendix B for notification of the president</i>)	Sept. 4, 2026
<i>TPAC Initial Review Stage Outcome: Conduct full review for an appeal case</i>	
TPAC forms TPAC Review Panel(s)	Sept. 4, 2026 (suggested)
Review Panel conducts a full review for their assigned case(s), finalizes a case summary for each appeal case, and shares the case summary with the concerned appellant (<i>see Appendix C for conducting interviews</i>)	Within 45 days from formation of Review Panel (By Oct. 19, 2026)
Appellant reviews the case summary and submits an optional written response to the Review Panel	Within 14 days of receiving the case summary (Nov. 2, 2026)
Review Panel submits a draft report for each appeal case to the chair of TPAC	Within 14 days of receiving the appellant's written response (By Nov. 16, 2026)
– TPAC convenes to vote on the endorsement of the Review Panel's findings and recommended findings (<i>see Appendix A for access to the appellant's promotion/tenure file</i>) – TPAC submits to the president, with a copy to the provost, a final report for each appeal case	Within 14 days of receiving the Review Panels' draft reports (By Nov. 30, 2026)
<i>TPAC Initial Review Stage Outcome: Dismiss an appeal case</i>	
TPAC submits a case summary to the appellant	By Oct. 19, 2026 (suggested)
Appellant reviews the case summary and submits an optional written response to TPAC	Within 14 days of receiving the case summary (By Nov. 2, 2026)
TPAC submits to the president, with a copy to the provost, a final report for each appeal case that has been dismissed	Within 28 days of receiving the appellant's written response (By Nov. 30, 2026)
<i>Decision and Notification</i>	
President communicates the final decision about each case to the appellant, copying the provost, the chair of TPAC, the relevant dean and the department chairperson	Within 30 days from receiving TPAC's final reports (By Dec. 30, 2026)

Appendices

A. Access to an appellant's promotion/tenure file

At the initial review stage: For each appellant, TPAC will have access to (a) the Due Process Monitors' (DPMs) reports/checklists and (b) a summary report prepared by the provost or the provost's designee, which includes the votes and recommendations at the various stages of evaluation.

At the full review stage: The Office of the Provost will make available to the members of each Review Panel the complete tenure and/or promotion file of the appellant(s).

During the full review stage, only members of a Review Panel assigned to an appeal case are given access to the promotion/tenure file of the concerned appellant; other members of TPAC, including the chair, will not have access to the appellant's file. Moreover, when the TPAC convenes to deliberate on each appeal case, the TPAC members will discuss the Review Panel's draft report and its associated documentation without access to the promotion/tenure file of the appellant.

B. Notifying the president of the results of TPAC's initial review stage

For each appeal, the chair of TPAC notifies the president *in writing* of TPAC's decision to either dismiss the appeal or conduct a full review. The notification should include an initial assessment of the likelihood of the presence of one or more grounds for appeal (i.e., Procedural Irregularities, Arbitrary and Capricious Decisions, or Discrimination), based on the claims set forth in the appeal letter, as a justification for the decision to proceed with a full review or to dismiss the case.

C. Interviews conducted by review panels

Review Panels may request, through the chair of TPAC, additional information relevant to the stated grounds in the appeal letter. The TPAC chair serves as a facilitator for the work of the Review Panels, liaising on their behalf to process requests for additional information and coordinate interviews, as needed.

While the [*Policy and Procedures for Tenure and Promotion Appeals*](#) does not specify how interviews are conducted, the following operational guidelines should apply:

- The chair of TPAC should notify in writing the person being asked to participate in an interview with a Review Panel. The notification should include information on the scope of the meeting and the nature of the appeal, especially the specific grounds the presence of which the Review Panel is trying to determine. The notification should also include a link to the policy and a copy of the following text from the policy to highlight the role and responsibilities of the Review Panel:
“The role of a TPAC Review Panel conducting a full review is to focus on the propriety of the process that was followed at any stage of the formal promotion and/or tenure review process and whether or not the policies and procedures were properly applied. In undertaking the full review of an appeal, the Review Panel should not judge the merits of the tenure/promotion application or decision as set forth in the promotion and/or tenure file, nor should it make a recommendation for promotion, tenure, continuing appointment, or reappointment. The aim of a full review is to determine whether sufficient evidence exists to find the presence of one or more of the stated grounds for appeal in the Appeal Letter.”
- Any person being interviewed by a Review Panel should also be given the option to request that the interview be minuted. The minutes taken should then be approved by the interviewee before they can be included as part of the record.