

2025- 2026 TENURED FACULTY PROMOTION CALENDAR

ACTION TAKEN	NO LATER THAN ¹
Departments form TRP Committees.	May 31
All candidates indicate their intention to apply for promotion via email to their Department Chairs/Heads and Dean. Faculty who intend to apply for promotion are strongly urged to first speak with their Dean.	June 1
Candidates for Professor submit names of external reviewers (with CVs and other relevant information, when freely available) to the Department TRP Committee for vetting.	
The department committee vets the names and credentials of external reviewers and forwards to the Dean the names of selected external reviewers.	June 15
Dean finalizes review of external reviewers and notifies the department committee and candidate of the evaluator selection. In addition, Dean sends a list of applicants to the Provost's Office.	June 30
Candidate submits CV and a summary of Scholarly & Creative Activity accomplishments to the Department committee Chair for transmittal to external reviewers.	
Colleges/Schools form Tenure, Recontracting and Promotion committees.	
External reviewers' assessments are received by the Department committee Chair.	November 15
Candidate submits file to the Department Committee. Files must have a hyperlinked table of contents and must be searchable PDFs. Scanned images of pages are permitted only when appropriate, such as for student evaluations, peer observations, and other similar supplemental materials.	January 12
The Department Committee concludes work and sends letter and vote sheet to the candidate. ²	February 6
Candidate includes Department letter, response to it (if chooses to do so) and vote sheet and submits the updated main file and supplemental file to the College Promotion Committee.	February 13
College/School Committee concludes work and sends letter and vote sheet to the candidate and the Department Committee chair. ²	March 13
Candidate includes College/School committee letter, response to it (if chooses to do so) and vote sheet and submits the updated main file and supplemental file to the Dean. ²	March 20
If applicable, the University Senate Recontracting, Tenure and Promotion Committee concludes work and sends conclusions to the Dean and the candidate.	April 17
Dean concludes work and sends letter to the candidate, the Department committee, and the Provost and transfers the complete digital file to Provost. ²	
In cases of Dean's negative decisions, the candidate may choose to submit an appeal letter to the Provost or Designee. Appeal letters should be emailed to vp-facultyaffairs@rowan.edu	April 24
Provost or Designee concludes work and notifies candidates.	May 29
Board of Trustees acts on promotion recommendations at regularly scheduled meeting.	TBD

NOTES:

¹If date listed is a holiday or weekend, the deadline is 5 PM on the next business day.

²Candidates have the option to withdraw their application after any level of review.