

REAPPOINTMENT, PROMOTION, AND TENURE SCHEDULE

2024-2025 Academic Year

May 10, 2024	Office of the Provost provides rosters and cover pages for candidates for reappointment and mandatory tenure review to college deans for distribution to departments/schools.
August 1, 2024	Candidates for 1) non-mandatory tenure review and 2) promotion to full professor provide notification to the department chair/school director and the dean of the intent to apply for tenure review or promotion to full.
August 16, 2024	Fall RPT meeting with the provost. Open to all, but deans, department chairs, school directors, and committee chairs are specifically requested to attend.
August 19, 2024	Chair and membership of departmental/school RPT committee and, if applicable, the full professor committee due to the dean and the provost from the department chair/school director. Dean notifies the provost of faculty applying for 1) tenure review in a non-mandatory year and 2) faculty seeking promotion to full professor. Office of the Provost then provides cover pages for these candidates.
August 30, 2024	Candidate's dossier due electronically to Department/School/Program RPT committee by 4:30 pm. Candidate will not be able to make changes to the dossier after 4:30 pm. Committee access to the dossier begins at 4:30 pm.
October 4, 2024	Department/school/program RPT committee recommendation due to department chair/school director by 4:30 pm. Letter is addressed to the chair/director and sent with a copy to the candidate. Committee access to dossier ends at 4:30 pm.
November 1, 2024	Department chair/school director recommendation due to the dean by 4:30 pm. Letter is addressed to the dean and copied to the department/school/program RPT committee members and the candidate. The chair/director's access to the electronic dossier ends at 4:30 pm.
December 6, 2024	Dean's recommendation due to provost by 4:30 pm. Letter is addressed to the provost and copied to the department chair and the department/school/unit RPT committee members with a copy to the candidate. The dean's access to the dossier ends at 4:30 pm.
January 17, 2025	Provost recommendation due to the president. Letter is addressed to the president and copied to the dean, department chair/school director, and department/school/program RPT (or full professor) committee members with a copy to the candidate. The Office of the Provost uploads all letters into the electronic dossier. These letters will remain a permanent part of the candidate's dossier.
February 26, 2025	President submits reappointment, promotion, and tenure recommendations to the NKU Board of Regents.