

2024-2025 Promotion and Tenure Deadlines

RPT training materials and videos can be found [here](#).

Deadline	Responsible Party	Task
March	Provost	<ul style="list-style-type: none"> Announce P/T deadlines. Notify departments to conduct election of campus/college committee P&T representatives due April 22th. Send lists of candidates for mandatory P/T to departments for verification.
April 1	Dept. Chair	Confirmation of P/T candidates and voluntary promotion candidates due to facultyaffairs@mst.edu .
April 22	Candidate	CV and additional information for external reviewers per instructions noted in RPT and departmental policies due to department chair in pdf format, along with suggested potential external reviewer names
April 22	Provost	Letters to chairs requesting solicitation of external reference letters.
April 22	Provost	Complete election of campus committee representatives and alternates.
April 22	Dept. Chair	Send list of Dept. T&P committee members and the committee Chair to facultyaffairs@mst.edu
Aug 9	Candidate	The candidate submits their dossier materials. Dept. Chair is granted access to the case in RPT.
The candidate must be allowed 14 calendar days at each level of review to ask for reconsideration for a negative recommendation or to provide clarifications for either a positive or negative recommendation. The dossier/case is still due to the College Committee by October 23rd .		
Aug 27	Provost Office	Meeting with the campus committee representatives and alternates to review procedures and initiate college and full committee chair elections.
Aug 30	Dept. P&T Committee	Department Committee completes deliberations, committee chair uploads the letter and sends email within RPT to candidate. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.
Sept 4	College Comm.	Complete elections of chairpersons.
Sept 13	Candidate	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
Sept 20	Dept. P&T Committee	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Dept. Chair. All remaining cases will need to be sent forward to the Dept. Chair at this time.
Oct 2	Dept. Chair	Dept. Chair completes deliberations, uploads the letter, and sends email within RPT to candidate. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.
Oct 16	Candidate	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
Oct 23	Dept. Chair	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the College Committee. All remaining cases will need to be sent forward to the College Committee at this time.
Nov 4	College Comm.	In person meeting of college committees for completion of deliberations. Inclement weather will be Zoom.
Nov 12	College Comm.	College Committee completes deliberations, committee chair uploads the letter and sends email within RPT to candidate. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.
Nov 26	Candidate	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.

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Dec 2	College Comm.	Optional-College Committee reconvenes to discuss reconsiderations
Dec 3	College Comm.	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Dean. All remaining cases will need to be sent forward to the Dean at this time.

2025		
Proposed	Responsible Party	Task
Dec 23	VP&D	VP&D completes review of the case, uploads letter in RPT and emails the letter in RPT. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.
Jan 6	Candidate	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
Jan 13	VP&D	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Campus Committee. All remaining cases will need to be sent forward to the Campus Committee at this time.
Jan 27	Campus Comm	In person meeting of full campus P/T committee for completion of deliberations. Inclement weather will be Zoom.
Feb 10	Campus Comm.	Campus committee (CC) narratives due to the candidates noting recommendation, vote, and rationale for each case. CC chair will load the letter in RPT and send the candidate the letter using the RPT portal. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.
Feb 24	Candidate	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
Feb 26	Campus Comm.	Optional-Campus Committee reconvenes to discuss reconsiderations
March 3	Campus Comm.	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT. Campus Committee Chair forwards the case to the Provost. All remaining cases will need to be sent forward to the Provost at this time.
April 7	Provost	Provost completes review of the case, prepares recommendations, uploads the letter and sends email within RPT to candidate. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration.
April 21	Candidate	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
April 28	Provost	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Chancellor. All remaining cases will need to be sent forward to the Chancellor at this time.
May 30	Chancellor	Chancellor's decisions announced to candidates.

All posted dates assume the addition of no "major new information". Deadlines for dossiers/cases returned to the department are determined on a case-by-case basis.