

# 2025-2026 Promotion and Tenure Deadlines

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

Deadline	Responsible Party	Task
March	Faculty Affairs	<ul style="list-style-type: none"> <li>Announce P/T deadlines.</li> <li>Notify departments to conduct election of campus/college committee P&amp;T representatives <b>due April 23rd</b>.</li> <li>Send lists of candidates for mandatory P/T to departments for verification.</li> </ul>
April 2	Dept. Chair	Confirmation of P/T candidates and voluntary promotion candidates due to <a href="mailto:facultyaffairs@mst.edu">facultyaffairs@mst.edu</a> .
April 9	Faculty Affairs	Create cases in RPT. Chairs and candidates granted access.
April 23	Candidate	CV and additional information for external reviewers per department policies due to department chair in pdf format, along with suggested potential external reviewer names. <a href="#">Information on external reviewers/process can be found here</a> .
April 23	Faculty Affairs	Email to chairs requesting solicitation of external reference letters.
April 23	Dept. Chair	Send list of Dept. T&P committee members and the committee Chair to <a href="mailto:facultyaffairs@mst.edu">facultyaffairs@mst.edu</a>
Aug 11	Candidate Submits	The candidate submits their dossier materials, and the 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 <b>October 13th</b> .		
Aug 21	Dept. P&T Committee Review Due	Committee completes deliberations, committee chair uploads the letter and sends letter within RPT to candidate. *
Sept 4	Candidate Optional Response Due	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
Sept 5	College Comm	Complete elections of chairpersons.
Sept 11	Dept. P&T Committee Response Due	Committee addresses requests for reconsideration, uploads new letter and sends letter in RPT, forwards the case to the Dept. Chair. All remaining cases will need to be forwarded to the Dept. Chair at this time.
Sept 22	Dept. Chair Review Due	Chair completes deliberations, uploads the letter, and sends letter within RPT to candidate.
Oct 6	Candidate Optional Response Due	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
Oct 13	Dept. Chair Response Due	Committee addresses requests for reconsideration, uploads new letter and sends letter in RPT, forwards the case to the College Committee. All remaining cases will need forwarded to the College Committee at this time.
Nov 3	College Comm. Review Due	Committee completes deliberations, committee chair uploads the letter and sends email within RPT to candidate. *
Nov 17	Candidate Optional Response Due	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
Nov 24	College Committee Response Due	Committee uploads new letter and sends letter in RPT, forwards the case to the Dean. All remaining cases will need to be forwarded to the Dean at this time.
Dec 17	VP&D Review Due	VP&D completes review of the case, uploads letter in RPT and sends the letter in RPT. *

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2026		
Deadline	Responsible Party	Task
Jan 8	Candidate Optional Response Due	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
Jan 15	VP&D Response Due	Dean addresses requests for reconsideration, uploads new letter and sends letter in RPT, forwards the case to the Campus Committee. All remaining cases will need to be forwarded to the Campus Committee at this time.
Feb 13	Campus Comm. Review Due	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. *
Feb 27	Candidate Optional Response Due	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
Mar 6	Campus P&T Committee Response Due	Committee addresses requests for reconsideration, uploads new letter and sends letter in RPT, forwards the case to the Provost. All remaining cases will need to be forwarded to the Provost at this time.
April 3	Provost Review Due	Provost completes review of the case, prepares recommendations, uploads the letter and sends email within RPT to candidate. *
April 17	Candidate Optional Response Due	Optional candidate response due 14 calendar days from receipt of letter received in RPT or the deadline listed, whichever date comes first.
April 24	Provost Response Due	Provost addresses requests for reconsideration, uploads new letter and emails letter in RPT, forwards the case to the Chancellor. All remaining cases will need to be forwarded to the Chancellor at this time.
May 22	Chancellor Review Due	Chancellor's decisions announced to candidates.

Committee Meeting Dates		
Date	Committee	Meeting
Aug 27	Faculty Affairs	Meeting with the campus committee representatives and alternates to review procedures and initiate college and full committee chair elections.
Oct 27	College Comm.	In person meeting of college committees for completion of deliberations. Inclement weather will be Zoom.
Feb 6, 2026	Campus Comm	In person meeting of full campus P/T committee for completion of deliberations. Inclement weather will be Zoom.

\* 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.

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.