

**Wilkes Honors College, Florida Atlantic University**  
**Interfolio Review Promotion &/or Tenure Review (RPT)**  
**2024 - 2025 Timeline**

**Friday, May 17, 2024:** Candidates submit materials for internal/external reviewers in Interfolio and complete Waiver of Right to Review Letters from External/Internal Reviewers form. Chairperson uploads waiver form to candidate's case and solicits reviewers through Interfolio.

**Monday, Aug. 26, 2024:** ePortfolio submissions due to Chair for review. Chair verifies that ePortfolio is complete and ready for review, completes and uploads required documents, and moves cases forward to the WHC Promotion &/or Tenure (P&T) committee.

**Monday, Sept. 9, 2024:** Peer evaluations, joint hire research evaluations, and external review letters are due to Chair. Chair shares peer and joint hire evaluations with candidate. Chair shares external review letters with candidate ONLY if s/he declined to waive right to review. Candidates have five (5) business days to submit optional responses to the evaluations.

**Monday, Sept. 16, 2024:** ePortfolios due to the WHC Promotion &/or Tenure committee for review.

**Friday, Oct. 11, 2024:** Full professors meet to discuss cases for promotion to professor. The committee votes on each case and the P&T Chairperson prepares a written report/recommendation for the committee.

AND/OR

The P&T Committee meets to discuss cases for promotion and/or tenure to associate professor. The committee votes on each case and the P&T Chairperson prepares a written recommendation on behalf of the committee.

**Wednesday, Oct. 23, 2024:** P&T Chairperson uploads the recommendation and required forms to each candidate's case, and shares the letter with the candidate. Candidates have five (5) business days to submit an optional response to the report.

**Wednesday, Oct. 30, 2024:** Deadline for candidate optional responses to committee report. P&T Chairperson moves cases forward to the Dean.

**Monday, Nov. 11 - Friday, Nov. 15, 2024:** Meetings held with individual candidates, Chair of the P&T Committee, and the Dean. The Dean's letters are due on (or before) the date of the meetings with the candidates. Candidates have five (5) business days to respond in writing to the Dean's letter.

**Monday, Nov. 18 – Friday, Nov. 22, 2024:** Deadline for optional candidate responses to Dean's report.

**Friday, Dec. 13, 2024:** ePortfolios sent forward for review by the University Promotion and Tenure Committee.

**March 2025:** University P&T Committee's recommendations to the Provost.

**April 2025:** Provost's recommendations to the President. President certifies to the FAU BOT that all procedures in University Regulation 5.006 (Tenure Procedures) have been followed.

**May 2025:** Letters sent to candidates notifying them of final decision.