

Candidate Names Due: May 1, 2025

Committee Member Names Due: July 1, 2025

Process	Case Steps	Due Date	Responsible
Promotion & Tenure			
	Candidate Cases Open	30-May	Faculty Affairs
	Solicit External Evaluations	May-June	Chair/Level 1
	Candidate Materials Due	25-Aug	Candidate
	Procedural Checkpoint for P&T	3-Sep	Faculty Affairs
	External Evaluations Due	3-Oct	
	Level I Committee Review	17-Oct	Level I Committee Manager
	Chair/Director Review	3-Nov	Chair/Director
	Level II Committee Review	10-Dec	Level II Committee Manager
	Dean Review	21-Jan	Dean
Tenure-Track Renewals			
	Candidate Cases Open	1-Aug	Faculty Affairs
	Candidate Materials Due	20-Oct	Candidate
	Procedural Checkpoint for TT Renewal	5-Nov	Faculty Affairs
	Level I Committee	8-Dec	Level I Committee Manager
	Chair or Director Review	30-Jan	Chair/Director
	Dean Review	20-Feb	Dean

Frequently Asked Questions

→ **When will Chairs/Directors gain access to Candidate dossiers?**

Chairs and Directors are given 'Preview-Only Access'. This means they can begin reading files after a Candidate officially submits their dossier. They will NOT be able to fulfill their requirements until the review process reaches the Chair/Director review step, which is after Level 1.

→ **When will Level 1 Committees gain access to Candidate dossiers?**

Committees will have access after a Candidate's dossier materials are submitted and COS Faculty Affairs completes a preliminary review. This is solely to ensure that requirements are completed and NOT to review specific content.

→ **What if I can't see anything in Interfolio?**

All faculty have an account in Interfolio. If you are an active user in the system- Candidate, Committee Manager, Reviewer- and you do not see cases to complete or review, contact COS Faculty Affairs at cosfa@gmu.edu.

→ **What should I do if I need help?**

There are a variety of resources available to help you understand Renewal, Promotion and Tenure at Mason and to navigate the Interfolio system. You can also reach out to COS Faculty Affairs at cosfa@gmu.edu for guidance and support.

Candidate Names Due: May 1, 2025

Committee Member Names Due: July 1, 2025

Process	Case Steps	Due Date	Responsible
Term Multi-Year Contracts			
	Candidate Cases Open	30-May	Faculty Affairs
	Candidate Materials Due	25-Aug	Candidate
	Procedural Checkpoint I	8-Sep	Faculty Affairs
	Chair or Director Review	1-Oct	Chair/Director
	Dean Review	15-Oct	Dean
Term Promotion			
	Candidate Cases Open	30-May	Faculty Affairs
	Candidate Materials Due	25-Aug	Candidate
	Procedural Checkpoint I	8-Sep	Faculty Affairs
	Faculty Committee Review	26-Sep	Faculty Committee Manager
	Chair or Director Review	10-Oct	Chair/Director
	Dean Review	29-Oct	Dean

Frequently Asked Questions

→ **When will Chairs/Directors gain access to Candidate dossiers?**

Chairs and Directors are given 'Preview-Only Access'. This means they can begin reading files after a Candidate officially submits their dossier. They will NOT be able to fulfill their requirements until the review process reaches the Chair/Director review step, which is after Level 1.

→ **When will Level 1 Committees gain access to Candidate dossiers?**

Committees will have access after a Candidate's dossier materials are submitted and COS Faculty Affairs completes a preliminary review. This is solely to ensure that requirements are completed and NOT to review specific content.

→ **What if I can't see anything in Interfolio?**

All faculty have an account in Interfolio. If you are an active user in the system- Candidate, Committee Manager, Reviewer- and you do not see cases to complete or review, contact COS Faculty Affairs at cosfa@gmu.edu.

→ **What should I do if I need help?**

There are a variety of resources available to help you understand Renewal, Promotion and Tenure at Mason and to navigate the Interfolio system. You can also reach out to COS Faculty Affairs at cosfa@gmu.edu for guidance and support.

Candidate Names Due: May 1, 2025

Committee Member Names Due: July 1, 2025

All Process Deadlines	Due Date	Responsible
Units Solicit External Evaluations	May-June	Chair/Level 1
P&T Candidate Cases Open	May 30	Faculty Affairs
Term MY Contract Candidate Cases Open	May 30	Faculty Affairs
Term Promotion Candidate Cases Open	May 30	Faculty Affairs
TT Renewal Candidate Cases Open	August 1	Faculty Affairs
P&T Candidate Materials Due	August 25	Candidate
Term MY Contract Candidate Materials Due	August 25	Candidate
Term Promotion Candidate Materials Due	August 25	Candidate
Procedural Checkpoint for P&T	September 3	Faculty Affairs
Term MY Contract Procedural Checkpoint I	September 8	Faculty Affairs
Term Promotion Procedural Checkpoint I	September 8	Faculty Affairs
Term Promotion Faculty Committee Review	September 26	Faculty Committee Manager
Term MY Contract Chair or Director Review	October 1	Chair/Director
External Evaluations Due	October 3	
Term Promotion Chair or Director Review	October 10	Chair/Director
Term MY Contract Dean Review	October 15	Dean
P&T Level I Committee Review	October 17	Level I Committee Manager
TT Renewal Candidate Materials Due	October 20	Candidate
Term Promotion Dean Review	October 29	Dean
P&T Chair/Director Review	November 3	Chair/Director
TT Renewal Procedural Checkpoint for TT Renewal	November 5	Faculty Affairs
TT Renewal Level I Committee	December 8	Level I Committee Manager
P&T Level II Committee Review	December 10	Level II Committee Manager
P&T Dean Review	January 21	Dean
TT Renewal Chair or Director Review	January 30	Chair/Director
TT Renewal Dean Review	February 20	Dean