

Candidate Names Due: May 15, 2026

Committee Member Names Due: July 1, 2026

| Process | Case Steps | Due Date | Responsible |
|-------------------------------|--------------------------------------|----------|----------------------------|
| Promotion & Tenure | | | |
| | Candidate Cases Open | June 1 | Faculty Affairs |
| | Solicit External Evaluations | May-June | Chair/Level 1 |
| | Candidate Materials Due | Aug 26 | Candidate |
| | Procedural Checkpoint for P&T | Sept 4 | Faculty Affairs |
| | External Evaluations Due | Oct 5 | |
| | Level I Committee Review | Oct 16 | Level I Committee Manager |
| | Chair/Director Review | Oct 30 | Chair/Director |
| | Level II Committee Review | Dec 4 | Level II Committee Manager |
| | Dean Review | Jan 22 | Dean |
| Tenure-Track Renewals | | | |
| | Candidate Cases Open | June 1 | Faculty Affairs |
| | Candidate Materials Due | Sept 16 | Candidate |
| | Procedural Checkpoint for TT Renewal | Sept 30 | Faculty Affairs |
| | Level I Committee | Dec 4 | Level I Committee Manager |
| | Chair or Director Review | Jan 22 | Chair/Director |
| | Dean Review | Feb 12 | 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.

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| Process | Case Steps | Due Date | Responsible |
|----------------------------------|--------------------------|----------|---------------------------|
| Term Multi-Year Contracts | | | |
| | Candidate Cases Open | June 1 | Faculty Affairs |
| | Candidate Materials Due | Aug 26 | Candidate |
| | Procedural Checkpoint I | Sept 9 | Faculty Affairs |
| | Chair or Director Review | Oct 1 | Chair/Director |
| | Dean Review | Oct 14 | Dean |
| Term Promotion | | | |
| | Candidate Cases Open | June 1 | Faculty Affairs |
| | Candidate Materials Due | Aug 26 | Candidate |
| | Procedural Checkpoint I | Sept 2 | Faculty Affairs |
| | Faculty Committee Review | Sept 23 | Faculty Committee Manager |
| | Chair or Director Review | Oct 14 | Chair/Director |
| | Dean Review | Oct 28 | Dean |

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