

Candidate Names Due: March 2024

Candidate Casebooks Open in Interfolio: April 2024

Committee Member Names Due: June 2024

Process	Case Steps	Due Date	Responsible
Promotion & Tenure			
	Candidate Materials	May 22	Candidate
	Solicit External Evaluations	May-June	Chair/Director
	Procedural Checkpoint for P&T	Sept 1	COSHR
	External Evaluations Due	Oct 4	
	Level I Committee Review	Oct 15	Level I Committee Manager
	Chair/Director Review	Nov 1	Chair/Director
	Level II Committee Review	Jan 17	Level II Committee Manager
	Dean Review	Feb 1	Dean
Tenure-Track Renewals			
	Candidate Materials	Nov 13	Candidate
	Procedural Checkpoint for TT Renewal	Nov 27	COSHR
	Level I Committee	Feb 5	Level I Committee Manager
	Chair or Director Review	Feb 19	Chair/Director
	Dean Review	Mar 5	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 COSHR 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 Stephanie Flores at sflore5@gmu.edu.

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

- There are a variety of resources available to help you understand RPT at Mason and to navigate the Interfolio system. You can also reach out to Stephanie Flores at sflore5@gmu.edu for guidance and to schedule an information session.

Faculty Term Multi-Year & Promotion Timelines AY 2024-2025

Candidate Names Due: April 2024

Candidate Casebooks Open in Interfolio: May 2024

Committee Member Names Due: June 2024

Process	Case Steps	Due Date	Responsible
Term Multi-Year			
	Candidate Materials	Aug 28	Candidate
	Procedural Checkpoint I	Sept 11	COSHR
	Faculty Committee Review	Oct 9	Faculty Committee Manager
	Chair or Director Review	Oct 18	Chair/Director
	Dean Review	Nov 1	Dean
Term Promotion & Multi-Year			
	Candidate Materials	Aug 28	Candidate
	Procedural Checkpoint I	Sept 11	COSHR
	Faculty Committee Review	Oct 9	Faculty Committee Manager
	Chair or Director Review	Oct 18	Chair/Director
	Dean Review	Nov 1	Dean

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