

Candidate Names Due: March 2024

Committee Member Names Due: June 2024

| Process | Case Steps | Due Date | Responsible |
|-------------------------------|---|----------|----------------------------|
| Promotion & Tenure | | | |
| | Candidate Cases Open | May | COS HR |
| | Candidate Materials Part 1 <i>CV and Research/Teaching Statement</i> | June 1 | Candidate |
| | Solicit External Evaluations | May-June | Chair/Level 1 |
| | Candidate Materials Part 2 <i>All Dossier Materials</i> | Aug 26 | Candidate |
| | 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 Cases Open | June | COS HR |
| | 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

Committee Member Names Due: June 2024

| Process | Case Steps | Due Date | Responsible |
|--|--|----------|---------------------------|
| Term Multi-Year | | | |
| | Candidate Cases Open | June | COS HR |
| | Candidate Materials | Aug 28 | Candidate |
| | Procedural Checkpoint I | Sept 9 | COSHR |
| | Faculty Committee Review <i>If applicable, according to unit bylaws</i> | Oct 9 | Faculty Committee Manager |
| | Chair or Director Review | Oct 18 | Chair/Director |
| | Dean Review | Oct 30 | Dean |
| Term Promotion & Multi-Year | | | |
| | Candidate Cases Open | June | COS HR |
| | Candidate Materials | Aug 28 | Candidate |
| | Procedural Checkpoint I | Sept 9 | COSHR |
| | Faculty Committee Review | Oct 9 | Faculty Committee Manager |
| | Chair or Director Review | Oct 18 | Chair/Director |
| | Dean Review | Oct 30 | Dean |

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