

Tenure Track Promotion & Tenure Timeline 2024-2025

DEPARTMENT DEADLINE: Submit names of candidates seeking promotion, ranks sought, & OSU IDs to the Associate Dean of Academic and Student Affairs and the COS P&T Coordinator	March 31, 2024
Suggested: Candidate submits names of students to serve as letter writers to the Department Head	March 31, 2024
Suggested: Candidate submits the names of 5-8 evaluators for external reviews to the Department Head	March 31, 2024
Dean's Office: Send out COS P&T Committee election survey	April 2024
Suggested: Department invites student letter writers and creates student letter committee	May 15, 2024
Suggested: Candidate submits dossier materials to Department Head	July 15, 2024
Department Head: Submit list of external reviewers to the COS P&T Coordinator	August 1, 2024
Department Head: Invite external reviewers to write letters	August 15, 2024
Suggested: Department target dossier complete date	November 1, 2024
Department Head: Distribute letters from the department P&T committee and Department Head to candidates	December 1, 2024
DEPARTMENT DEADLINE: Complete dossiers due to COS – including Dept. Head and dept. P&T committee letters	December 1, 2024
DEPARTMENT DEADLINE: Submit high resolution photograph and short bio of candidates to P&T Coordinator	December 1, 2024
Dean's Office: Review at College for completeness	December 6, 2024
Dean's Office: Review begins by COS P&T Committee	December 16, 2024
CANDIDATE DEADLINE: Candidate email indicating no rebuttal or a rebuttal letter in response to dept. P&T committee letter and/or Dept. Head letter to the COS P&T Coordinator	December 13, 2024*
COS P&T COMMITTEE DEADLINE: Letters due to Dean for review	January 31, 2025
Dean's Office: Dean's letters and COS P&T Committee letters distributed to candidates	February 7, 2025
COLLEGE DEADLINE: Dossiers due to the Provost's Office	February 7, 2025
CANDIDATE DEADLINE: Final candidate rebuttal letters due to Academic Affairs in response to Dean's letters and/or COS P&T committee letter	February 14, 2025*
Dean's Office: Provost letters distributed to Dept. Heads, who will distribute to candidates	By end of May

*Candidates have 7 days after receiving administrative letters (i.e., department P&T committee letter, Department Head letter, COS P&T committee letter, and Dean letter) to write a letter in response, should they choose. The dates have an asterisk because if candidates receive letters on a different date, the date the rebuttal letters are due must be adjusted.

COS P&T Coordinator: Trenea Moore (Trenea.moore@oregonstate.edu)

Instructor, Faculty Research Assistant, and Research Associate Promotion & Tenure Timeline - 2024-2025

DEPARTMENT DEADLINE: Submit names of candidates seeking promotion, ranks sought, & OSUIDs to the Associate Dean of Academic and Student Affairs and the COS P&T Coordinator	March 31, 2024
Suggested: Candidate submits names of students to serve as letter writers to the Department Head	March 31, 2024
Suggested: Candidate submits the names of 4 evaluators for external reviews to the Department Head	March 31, 2024
Dean's Office: Send out COS P&T Committee election survey	April 2024
Department Head: Invite student letter writers and create student letter committee	May 15, 2024
Suggested: Candidate submits dossier materials to Department Head	July 15, 2024
Department Head: Submit list of external reviewers to the COS P&T Coordinator	August 1, 2024
Department Head: Invite external reviewers to write letters	August 15, 2024
Suggested: Department target dossier complete date	November 1, 2024
Department Head: Distribute letters from the department P&T committee and Department Head to candidates	February 2, 2025
DEPARTMENT DEADLINE: Complete dossiers due to COS – including Dept. Head and dept. P&T committee letters	January 27, 2025
DEPARTMENT DEADLINE: Submit high resolution photograph and short bio of candidates to P&T Coordinator	January 27, 2025
Dean's Office: Review at College for completeness	January 31, 2025
Dean's Office: Review begins by COS P&T Committee	February 3, 2025
CANDIDATE DEADLINE: Candidate email indicating no rebuttal or a rebuttal letter in response to dept. P&T committee letter and/or Dept. Head letter to the COS P&T Coordinator	February 3, 2025*
COS P&T COMMITTEE DEADLINE: Letters due to Dean for review	March 21, 2025
Dean's Office: Dean's letters and COS P&T Committee letters distributed to candidates	April 21, 2025
COLLEGE DEADLINE: Dossiers due to the Provost's Office	April 25, 2025
Dean's Office: Provost letters distributed to Dept. Heads, who will distribute to candidates	By end of May

*Candidates have 7 days after receiving administrative letters (i.e., department P&T committee letter, Department Head letter, COS P&T committee letter, and Dean letter) to write a letter in response, should they choose. The dates have an asterisk because if candidates receive letters on a different date, the date the rebuttal letters are due must be adjusted.

COS P&T Coordinator: Trenea Moore (Trenea.moore@oregonstate.edu)

Department/Department Head deadline
Department/Department Head suggested/target dates
Candidate deadline
Candidate suggested/target dates
Dean's Office/COS P&T Committee deadline
Dean's Office/COS P&T Committee suggested/target dates