

## Tenure Track Promotion & Tenure Timeline 2024-2025

<b>DEPARTMENT DEADLINE:</b> 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
<b>DEPARTMENT DEADLINE:</b> Complete dossiers due to COS – including Dept. Head and dept. P&T committee letters	December 13, 2024
<b>DEPARTMENT DEADLINE:</b> Submit high resolution photograph and short bio of candidates to P&T Coordinator	December 13, 2024
Dean's Office: Review at College for completeness	December 20, 2024
Dean's Office: Review begins by COS P&T Committee	December 30, 2024
<b>CANDIDATE DEADLINE:</b> 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	*
<b>COS P&amp;T COMMITTEE DEADLINE:</b> 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
<b>COLLEGE DEADLINE:</b> Dossiers due to the Provost's Office	February 7, 2025
<b>CANDIDATE DEADLINE:</b> 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](mailto:Trenea.moore@oregonstate.edu))

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

<b>DEPARTMENT DEADLINE:</b> 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
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
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
<b>DEPARTMENT DEADLINE:</b> Complete dossiers due to COS – including Dept. Head and dept. P&T committee letters	January 27, 2025
<b>DEPARTMENT DEADLINE:</b> 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
<b>CANDIDATE DEADLINE:</b> 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	*
<b>COS P&amp;T COMMITTEE DEADLINE:</b> Letters due to Dean for review	March 21, 2025
<b>COLLEGE DEADLINE:</b> Dossiers due to the Provost's Office	April 11, 2025
Dean's Office: Dean's letters and COS P&T Committee letters distributed to candidates	April 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 department P&T committee letter and Department Head letter to write a letter in response, should they choose. The date has an asterisk because if candidates receive letters on a different date, the date the rebuttal letter is due must be adjusted.

COS P&T Coordinator: Trenea Moore ([Trenea.moore@oregonstate.edu](mailto: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