

**SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST
TARGET DATES FOR TENURE AND PROMOTION REVIEW
2026-27**

NO LATER THAN:

2025

Wednesday, Dec 10 Faculty Development/Faculty Affairs host prep session on petitioning for tenure and/or promotion to support faculty candidates (12:15-1:30pm, Executive Conference Room, St. Joe's 2nd floor).

2026

Wednesday, January 7 Faculty Development/Faculty Affairs host identical prep session on petitioning for tenure and/or promotion to support faculty candidates, identical to the session above (11:45am-12:45pm, Varsi 222).

Friday, January 16 Candidates who are requesting to submit an early application for tenure, or who are requesting to submit an application for promotion to full professor, must complete and submit this [form](#) no later than Thursday, January 16, 2026. **Requests received after January 16, 2026 will not be accepted for this petition cycle.** For those candidates for whom the petition is elective rather than required, you may withdraw your request up until April 1, 2026. Candidates electing an early tenure petition should consult with tenured members of their department and the dean to determine if an early application is advisable. Outside Interfolio, via form

Monday, March 2 The Candidate provides the department or process chair with a preliminary list of external referees and names of persons not to be contacted. The tenured faculty confirm the availability of candidate selections that are certain, and begin to identify and confirm department external referees if possible. This month, the tenured faculty will determine if one or more collaborator letters are needed to identify the nature, extent and quality of the candidate's contribution. Outside Interfolio, via email

Wednesday, March 18 The Provost meets with department and process chairs, College/school and University Rank and Tenure Committee members, and deans to review rank, tenure and promotion policies and procedures (12:00-1:00pm, Executive Conference Room, St. Joseph).

Wednesday, April 1 The Candidate provides the Dean and department or process chair with names of at least two external referees and names of persons not to be contacted (use this [form](#)). The form has a place to indicate the version of the discipline-specific standards the candidate elects to apply in their case. **If the petition is elective, this is the final date by which the candidate may withdraw their request to petition** (email facultyaffairs@scu.edu). Pre-MPR faculty who elect to withdraw will be required to submit an MPR in January 2027. Outside Interfolio, via email

April 1-15 The department or process chair notifies the candidate of the name(s) of collaborator(s) the tenured faculty would like to consult, so that the candidate can file a written objection with the chair regarding any of the names on the list. The tenured faculty subsequently finalize the list of collaborators and confirm that they are available to serve.

Wednesday, April 15 The Candidate provides the Dean and department or process chair with works to be evaluated and professional CV, as described in *Guidelines and Requirements for Candidates*. Outside Interfolio, via email

Wednesday, April 15	The department or process chair provides the Dean with names of two external referees who have agreed to serve and any collaborators the department has identified who are willing to write (use this form for listing collaborators who have confirmed their availability to write). The department or process chair will also notify the dean of any tenured faculty who are eligible to participate in the department review who, by virtue of their own collaborations with the scholarship or creative work of the candidate, might have a conflict of interest. The dean will determine how to manage the conflict and communicate any restrictions on participation with Faculty Affairs staff.	Outside Interfolio, via email
Thursday, April 16	The College or school Rank and Tenure Committee members may begin the process of electing a chair and assigning responsibilities, with attention to recusal rules (Faculty Handbook 3.4.4.4) and to the allowance for additional members and subcommittees if the caseload is eight or greater (Faculty Handbook 2.11.2.1). The Dean shares referee lists with school committees. Candidate materials sent to external referees are shared with school committees as well. Newly elected members for the following year may participate.	
Tuesday, April 21	The Dean solicits evaluations from the four referees nominated by candidate and department/program, and from collaborators.	Outside Interfolio
Thursday, May 28	The College or school Rank and Tenure Committee provides the Dean with the names of at least two external referees who have agreed to serve. The committees are responsible to confirm availability to serve. The Dean begins soliciting evaluations from external referees nominated by the College or school Rank and Tenure Committee.	Outside Interfolio
June 1	Newly elected members of the Rank and Tenure Committee begin their term of service.	
Early August	The Provost's Office creates the case in Interfolio and uploads the Provost Office SET Report.	In Interfolio for all Candidates
September	The Dean may choose to meet with their College or school Rank and Tenure Committee(s) to determine procedures that ensure internal consistency.	
Thursday, September 3	The Candidate provides a completed petition and backup documentation to the Dean and department chair/program director. All candidates will use Interfolio for certain documents (see <i>Guidelines and Requirements for Candidates</i>). Tenure candidates will submit supporting evidence in Interfolio. Candidates for promotion to full professor have the option to submit supporting evidence in Google Drive, but must have indicated this on their intent to petition for promotion (January 16, 2026). This option will not be available in future petition cycles.	In Interfolio, with allowed option for Candidates for promotion to full professor (see left)
Tuesday, September 8 <i>[rev. from Sept. 7, which is a holiday]</i>	After the Candidate has submitted their case in Interfolio, the dean's office transfers documents Google Drive (professional CV, works to be evaluated by external referees, and referee lists), along with the external referee letters, discipline-specific scholarship standards, and a hiring MOU if one exists, to the "DSS and External Referee Materials" section in the Candidate's case.	In Interfolio for all Candidates

Friday, October 16	The department chair/program director sends the case, including the departmental recommendation materials, to the College or school Rank and Tenure Committee.	In Interfolio for all Candidates
Friday, November 13	The College or school Rank and Tenure Committee sends the cases, including their reports, to the Dean. All recommendations must be submitted by date shown. The cases become available to the University Rank and Tenure Committee at the same time.	In Interfolio for all Candidates
2027		
Monday, January 4	The Dean sends the case, including their letters, to the University Rank and Tenure Committee. All materials and recommendations must be submitted by date shown.	In Interfolio for all Candidates
Monday, February 1	The University Rank and Tenure Committee sends the case, including its reports, to the Provost, who submits their recommendations to the President. All materials and recommendations must be submitted by date shown.	In Interfolio for all Candidates
Spring	The President notifies candidates of decisions after meeting with the Provost and with the University Rank and Tenure Committee.	Outside of Interfolio
Spring	Petitions for Reconsideration	Outside of Interfolio