

PURDUE UNIVERSITY FORT WAYNE

PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS



TO: Tenured, Tenure-Track, Clinical, and Lecturer Faculty
FROM: Carl N. Drummond, Provost and Vice Chancellor for Academic Affairs
DATE: March 17, 2025
SUBJ: Promotion and Tenure Timetable, 2025/2026

The general administrative timetable for the flow of promotion and/or tenure cases for 2025/2026 is shown below. Note that the reviews by the department/division and the school/unit precede the campus-level review.

*Notification to chair of intent to submit case for P&T or promotion with new external review letters **May 14**
Notification to chair of intent to submit case for promotion with last year's letters **June 1**

Department Due Date	No Later than August 18, 2025
Unit Due Date	October 10, 2025
Dean's Recommendation Uploaded	November 28, 2025
Candidate has 7 days to respond	December 5, 2025
Recommendation to Campus Committee	December 5, 2025
Campus Recommendation uploaded	January 9, 2026
Candidate has 7 days to respond to	January 16, 2025
To Provost	January 16, 2026
Provost Recommendation uploaded	February 6, 2026
Candidate has 7 days to respond to	February 13, 2026
To Chancellor	February 13, 2026
To Xfest Lafayette	March 2, 2026
Faculty notified of campus recommendation	March 2, 2026
Faculty notified of Board decision	Spring, 2026

The format (OAA 99-1) for tenured/tenure track, and clinical and (OAA 20-1) for lecturers and coversheet (OAA Form 153) can be found on the VCAA web page at <https://www.pfw.edu/offices/faculty-support/faculty/promotion-tenure>. Copies of the Guiding Principles of Promotion and Tenure (SD 14-35, SD 18-15 and SD-19-27) and the Procedures document (SD 14-36, SD 19-13) are also available on the VCAA page or the PFW Senate web page at <https://www.pfw.edu/committees/senate/ptdocuments/>.

Reminder that any probationary tenure track faculty serving during the COVID pandemic (spring semester 2020 through spring semester 2021, inclusive) is eligible for a one-time, one-year extension to their probationary period (OAA IOCGM 20-12, <https://www.pfw.edu/microsites/pfw-prepared/docs/OAA%20IOCGM%2020-12.pdt>)

*Note: Best practice recommends that the process to secure external review letters begin no later than March 1.

Reminder that all P & T dossiers will be submitted and routed to OneDrive.