

2026-2027 University Libraries Calendar Faculty Evaluations/Promotion/Tenure
(Process begins in the fall 2026-2027 AY)

DATE	EVALUATION DATES FOR FACULTY	PROMOTION AND TENURE CANDIDATES DATES	P&T COMMITTEE DATES
Summer 2026		•Candidate schedules a meeting with their Library Director or their appropriate faculty supervisor, and the University Libraries Executive Director to review Tenure and/or Promotion Guidelines •Executive Director informs first time eligible candidate(s) of eligibility for consideration for tenure and/or promotion	Executive Director appoints the Chairs of the Departmental and University Libraries Promotion and Tenure Review Committees and schedules a meeting to review evaluation procedures.
Monday, July 27, 2026		Last date for Executive Director to send an intent letter to first-time promotion-eligible faculty members and to faculty eligible for tenure and notify supervisors of faculty eligible for Promotion/Tenure review.	
Friday, August 14, 2026		Candidates who are not tenured at USA who are eligible for promotion for the first time who have received a letter notifying them of their eligibility to apply for promotion return their form to the USA Libraries Administration Office.	
Friday, August 14, 2026		Candidate submits completed promotion intent form (if first year of eligibility) and letter of application for applying for promotion and/or tenure to the Executive Director of University Libraries.	
Saturday, August 15, 2026		Promotion/Tenure appointments (from previous year's cycle) are effective.	

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Friday, August 21, 2026		•Executive Director sends names of all candidates applying for consideration for Promotion and/or Tenure to the University Libraries faculty. •Candidate and tenured faculty of the University Libraries senior in rank to Candidate digitally submit to the Chair of the Departmental Promotion and Tenure Review Committee a list of appropriate sources for External Review. From the USA Faculty Handbook: <i>External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered.</i>	
Monday, August 24, 2026		Candidate digitally provides the faculty supervisor or library Director with their letter of intent, Watermark (Digital Measures) report, Curriculum Vitae generated from Watermark, the Faculty Annual Report from the previous calendar year, and sample materials as evidence of the Candidate's scholarly performance, for submission to External Reviewers.	

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Friday, August 28, 2026			•Faculty supervisor or library Director selects names of individuals, libraries, or institutions from lists provided by Candidate , the Chair of the Departmental Review Committee, and the University Library faculty, endeavoring to choose an External Reviewer from each list for total of three External Reviewers. •The faculty supervisor or library Director contacts External Reviewers to ask if they are willing to review the candidate's materials and provide a review letter by December 1, asking them to respond by September 26.
Friday, September 18, 2026		• List of candidates and their tenure and or promotion review committees due to Academic Affairs. • University Libraries Electronic Promotion and Tenure Timeline due to Academic Affairs.	
Friday, September 25, 2026			Deadline by which External Reviewers are asked to indicate their willingness to provide reviews.
Friday, October 16, 2026			The Executive Director schedules meetings of the departmental and University Libraries Promotion Review and Tenure Review Committees for the purpose of charging the committees.
Monday, November 9, 2026		Candidate given access to Google Drive to upload T&PReport.pdf and Portfolio.pdf. The Portfolio document should include the Faculty Annual Report for the current year.	

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Monday, November 30, 2026			Deadline given to External Reviewers for submission of External Reviews.
Monday, November 30, 2026		Candidate's access to Google Drive removed.	
Wednesday, December 2, 2026			•Chair of Departmental Promotion and Tenure Committee and library Director/Faculty Supervisor given access to Google drive to load Reviews.pdf •Departmental Promotion Review and Tenure Review Committee given access to Google drive.
Wednesday, January 6, 2027			•Departmental Promotion Review and Tenure Review Committees complete their evaluation(s). •The Committee Chair sends a hard copy of the Committees' written review(s) to the appropriate library Director or faculty supervisor and uploads these materials via Google drive to the Reviews pdf. document.
Thursday, January 7, 2027			Departmental Promotion and Tenure Committee(s) access removed.

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Friday, January 8, 2027	Changes in weights for 2025 should be submitted to the supervisor and the Executive Director for consideration and approval by January 10, 2026. (AAP change in weight form can be found on the M:Drive in the "Shared" folder)		•Recommendations of Library Director or faculty supervisors are completed. •Library Director or faculty supervisor and Chair of the Departmental Promotion Review and Tenure Review committee(s) meet with Candidate to share copies of the Departmental Committee Review(s) and Library Director/Faculty Supervisor reviews. •The Departmental Review Notification Form(s) are shared with the Candidate, who has seven days to complete and return the form to the office of the Executive Director, along with any supplemental materials.
Tuesday, January 12, 2027	Deadline for faculty to submit annual report and AAP self- evaluation to supervisor. (Self-Evaluation form can be found on the M:Drive in the "Shared" folder)		
Friday, January 15, 2027		•Candidate signs Departmental Review Notification Form, which is initialed by the library Director or faculty supervisor. •Deadline for candidate to email a pdf of any supplemental materials to Executive Director for uploading to the Google drive, along with the accompanying email from the Candidate, and the signed, initialed Departmental Review Notification form.	Library Director/faculty supervisor's access removed from Google Drive.
Tuesday, January 19, 2027			Executive Director given access to Google drive.
Friday, January 22, 2027			University Libraries Promotion Review & Tenure Review Committee(s) given access to Google drive.

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Wednesday, February 3, 2027			University Libraries Promotion Review and Tenure Review Committee(s) complete review of Candidate and upload review(s) to Google drive.
Friday, February 5, 2027			•University Libraries Promotion Review and Tenure Committee(s) access to Google drive removed.
Friday, February 19, 2027	Deadline for Director/faculty supervisor to complete faculty reviews and AAP score proposals for faculty members under their supervision. (Supervisor evaluation form can be found on the M:Drive "Shared" folder)		•Executive Director completes reviews for all University Libraries Candidates applying for consideration for promotion and/or tenure and uploads his/her review(s). •Original letters, forms and other materials are retained in the office of the Executive Director of University Libraries.
Friday, February 26, 2027			Executive Director's access to the Google drive removed.
Wednesday, March 31, 2027		Deadline for Annual Probationary Faculty Review to be completed for eligible faculty.	
Monday, April 5, 2027		Deadline for Executive Director's report to be submitted to Academic Affairs indicating that all probationary reviews have been completed.	
June		•University Board of Trustees formally approves those Candidates recommended for promotion and/or tenure. •University notifies candidates of the actions taken by the Board of Trustees.	

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Friday, June 25, 2027	Completed AAP Scores due to Academic Affairs.		
Sunday, August 15, 2027		Promotion and/or tenure becomes effective.	