

College of Behavioral and Community Sciences
Promotion and Tenure Timeline for Tenure Earning Faculty,
Research Faculty, and Research Associates
2025-2026

Please review the promotion and/or tenure document for steps that are relevant to your path.
https://www.usf.edu/cbcs/about-cbcs/intranet/faculty-resources/tenure_promotion/index.aspx

All faculty will submit applications in the Faculty Information System (FIS) in Archivum. Please check the CBCS Tenure and Promotion Website for application preparation and any additional forms to be submitted via Archivum. To enroll in the Faculty Information System Training use this link:
<https://usflearn.instructure.com/enroll/GGFXXK4>

	Due Date
Chairs and Directors send names of candidates to Associate Dean	February 10, 2025
Candidate applications opened in Archivum	February 11, 2025
Tenure and Promotion Workshop Microsoft Teams	March-TBD
Names, brief bio-sketches, current CVs of potential external reviewers due from Chairs/Directors to Dean	No later than April 14, 2025
Chairs/Directors solicit external review letters	Following approval by Dean
Candidates work with Chairs/Directors to prepare application materials	Spring
Chairs/Directors add Teaching and Research sections	Summer
Candidates ensure that all tables are correct and all cells in all relevant tables are complete	
Department/School staff ensure general data, assigned duties, annual evaluations, and courses taught are correct in Archivum	
External review letters due to Chairs/Directors	August 4, 2025
Applications ready for Quality Review	August 11, 2025 **FIRM Deadline**
Required Quality Review by Dean's Office NOTE: Applications will NOT advance to Department Review without the Quality Review	August 11-22, 2025
Department/School Committee Review and Vote	August 25-Sept. 15, 2025
Department Chair/School Director Review	Sept. 15 – Oct. 10, 2025
Applications due in Dean's Office	Oct. 10, 2025
College Committee Review and Evaluation	Oct. 13 – Nov. 3, 2025
Regional Chancellor Evaluation (Sarasota-Manatee and St.Petersburg campus faculty)	Nov. 4– Nov. 14, 2025
Dean Evaluation	Nov. 3-Dec. 5, 2025
Candidates review evaluative comments (10 working days required)	Dec. 8 – January 9, 2026
Tenure line faculty applications due in Provost's Office	January 12, 2026