

Howard University Promotion and Tenure Calendar

AY 2026-2027

Date	Action
April 20, 2026	Faculty Success Promotion & Tenure Application Submission Portal opens.
May 28, 2026	Applicants submit the names of their two recommended external reviewers in Faculty Success
June 03, 2026	Department chair acknowledges receipt of recommended external reviewers from the applicant.
July 01, 2026	Applicants submit their applications in Faculty Success.
July 07, 2026	The department chair forwards the application to each confirmed external reviewer for evaluation, along with a statement of the relevant criteria for tenure and/or promotion to the faculty rank the applicant is seeking, via Faculty Success
September 18, 2026	External reviewers submit their evaluations to Faculty Success.
September 25, 2026	Deadline for the chair of the department to verify all four (4) external review letters have been submitted and forward the applicant's completed file to the APT committee to complete its evaluation in Faculty Success.
October 09, 2026	The department APT committee chair completes Section II and submits their evaluation form in Faculty Success.
October 16, 2026	The department chair will complete and submit the Section III form in Faculty Success.
October 23, 2026	The department chair will communicate to the applicant in writing the results of the evaluation.
November 06, 2026	An applicant who wishes to have any negative department recommendation reconsidered submits a written request for reconsideration in Faculty Success.

November 13, 2026	The department APT committee reviews the applicant's request for reconsideration and the committee chair submits the reconsideration form in Faculty Success.
November 18, 2026	The department chair reviews the applicant's request for reconsideration and submits the reconsideration form in Faculty Success
November 20, 2026	The department chair communicates to the applicant in writing the results of the department's reconsideration evaluation
December 18, 2026	In Faculty Success, the college APT committee chair (a) provides the required evaluative statement of the applicant's performance, (b) records the vote, (c) records the committee's recommendation, and (d) transmits the results, along with the application file to the dean
January 13, 2027	The dean completes their evaluation of the candidate and submits in Faculty Success..
January 15, 2027	The dean communicates to the applicant in writing the results of the evaluation.
January 29, 2027	An applicant who wishes to have any negative college-level recommendation reconsidered submits a written request for reconsideration in Faculty Success
February 09, 2027	The college APT committee reviews the applicant's request for reconsideration and submits the Section IV (Reconsideration) form in Faculty Success.
February 11, 2027	The dean reviews the applicant's request for reconsideration and submits the reconsideration form in Faculty Success.
February 12, 2027	The dean communicates to the applicant and the department in writing the results of the college's reconsideration evaluation.
March 04, 2027	The department chair indicates whether the department is in favor of submitting an FGC appeal and, if so, submits the department's written appeal in Faculty Success

March 05, 2027	The applicant indicates whether he or she is interested in submitting an FGC appeal and, if so, submits his or her written appeal in Faculty Success.
April 13, 2027	The FGC concludes its review and notifies the applicant and the Dean in writing of its final recommendation with an appropriate explanation.
April 23, 2027	The school/college APT committee completes its final review and submits the final reconsideration in Faculty Success
April 26, 2027	The dean completes a final review and submits the Final Reconsideration in Faculty Success
April 27, 2027	The dean communicates to the applicant and the chair of the FGC in writing the results of the college's final reconsideration evaluation
June 15, 2027	Within seven weeks of receipt of the application file, the provost will notify the dean of the president's final decision