

## Howard University Promotion and Tenure Calendar

AY 2026-2027

| Date               | Action  |
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| 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. Deadline for mid-tenure Applicants to submit their applications for review in 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.   |

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| 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  |

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| 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                             |