

- **Changing the material cutoff date from October 15<sup>th</sup> to the prior June 30<sup>th</sup>**

The change in the material cutoff date is an important step in better aligning the academic review file process for timely completion each academic year. Departments and schools should evaluate their current material cutoff dates and schedules. Implementation of the earlier cutoff date will occur over a two-year period. Academic year 2025-2026 will serve as a transitional year followed by mandatory adoption of the updated June 30<sup>th</sup> material cutoff date effective academic year 2026-2027 for academic review files with an effective date of July 1, 2027, and onward.

For departments or schools currently using an October 15<sup>th</sup> material cutoff date, academic appointees scheduled for review effective July 1, 2026 (2025 – 2026), should be provided the option to compile their review file using either an October 15<sup>th</sup> or June 30<sup>th</sup> material cutoff date. The option to choose between an October 15<sup>th</sup> or June 30<sup>th</sup> material cutoff date is reserved for academic appointees scheduled for review during academic year 2025 – 2026 with an effective date of July 1, 2026.

Academic appointees should be informed of their option to select between a June 30<sup>th</sup> or October 15<sup>th</sup> material cutoff date when asked to submit their academic review materials (biobib, teaching material, self-statement, etc.). Departments should include mention of the candidate's decision to either maintain an October 15<sup>th</sup> or adopt a June 30<sup>th</sup> material cutoff date for their July 1, 2026, academic review.

For departments and schools where a June 30<sup>th</sup> material cutoff date is the norm, academic appointees scheduled for review academic year 2025 – 2026 will not receive the option to select between a June 30<sup>th</sup> or October 15<sup>th</sup> material cutoff date for their July 1, 2026, academic review.

- **Implementing an automatic one-time opportunity to update promotion files up to April 30<sup>th</sup> of the effective year of the review prior to distribution of a preliminary decision to deny tenure/security of employment**

Starting academic year 2025-2026, for academic review files proposing promotion to tenure or security of employment with an effective date of July 1, 2026 and onward, a one-time opportunity to augment the academic review file through April 30<sup>th</sup> will be granted in cases where a preliminary recommendation to deny tenure or security of employment differs from an initial proposal. In such cases, the appointee, department, and school may submit additional materials, if any, to augment the academic review file through the extended April 30<sup>th</sup> material cutoff date.

Please note, the one-time opportunity to update a promotion file is through the April 30<sup>th</sup> immediately preceding the proposed promotion effective date. (Ex. April 30, 2026 for a proposed July 1, 2026 promotion effective date.)

Academic Personnel Services will notify schools and departments of the opportunity to augment specific academic review files, post initial review by campus reviewers, via the issuance of a request for additional information (RFI). Requests to augment an academic review file will carry a 30-day response timeline encompassing response times from the academic appointee, department, and dean level reviewers.