



FLORIDA ATLANTIC UNIVERSITY

College of Social Work
and Criminal Justice

**2025-2026 Timeline for
Submission of ePortfolios Promotion and Tenure,
Third Year Reviews and Non-Tenure Track**

Please circulate this timeline with those faculty who will go up for 3rd Year Review, P&T and NTE in your school.

Note: Should anything change at the provost's level, these dates are subject to change.

Promotion & Tenure ePortfolios – Fall Semester 2025

- The ePortfolio is to be submitted and routed to the Director by **Tuesday, September 2, 2025.**
- The School's review and recommendation letter will be completed and shared with the faculty member by **Friday, September 19, 2025.**
- Faculty member can review and respond to the School's recommendation until **Friday, September 26, 2025.**
- The Director's review and recommendation letter will be completed and shared with the faculty member by **Friday, October 3, 2025.**
- Faculty member can review and respond to the Director's recommendation until **Friday, October 10, 2025.**
- The College P&T Committee's review and recommendation letter will be completed and shared with the faculty member by **Friday, November 7, 2025.**
- Faculty member can review and respond to the College P&T Committee's recommendation until **Friday, November 14, 2025.**
- Dean's letter is completed and shared with the faculty member by **Friday, November 21, 2025.**
- Faculty member can review and respond to the Dean's recommendation until **Wednesday, November 28, 2025.**
- **Completed ePortfolios** are **due to the Provost** no later than **Friday, December 5, 2025**, for review by the University P&T Committee.

Non-Tenure Earning (NTE) ePortfolios - Fall Semester 2025

- NTE faculty going up for promotion will follow NTE guidelines.
- The submission of ePortfolios will follow the same timeline as tenure-track faculty, however, the NTE ePortfolios are due to the Provost by **Friday, January 9, 2026**.
- The ePortfolio is to be submitted and routed to the Director by **Tuesday, September 2, 2025**.
- The School's review and recommendation letter will be completed and shared with the faculty member by **Friday, September 19, 2025**.
- Faculty member can review and respond to the School's recommendation until **Friday, September 26, 2025**.
- The Director's review and recommendation letter will be completed and shared with the faculty member by **Friday, October 3, 2025**.
- Faculty member can review and respond to the Director's recommendation until **Friday, October 10, 2025**.
- The College P&T Committee's review and recommendation letter will be completed and shared with the faculty member by **Friday, November 7, 2025**.
- Faculty member can review and respond to the College P&T Committee's recommendation until **Friday, November 14, 2025**.
- Dean's letter is completed and shared with the faculty member by **Friday, November 21, 2025**.
- Faculty member can review and respond to the Dean's recommendation until **Wednesday, November 28, 2025**.
- **Completed ePortfolios** are **due to the Provost** no later than **Friday, January 9, 2026**, for review by the University P&T Committee.

3rd Year Review ePortfolios – Spring Semester 2026

- Third Year Review ePortfolios are due to the School Director by **Friday, January 16, 2026.**
- The School's review and recommendation letter will be completed and shared with faculty by **Friday, February 20, 2026.**
- Faculty member can review and respond to the School's recommendation until **Friday, February 27, 2026.**
- The Director's review and recommendation letter will be completed and shared with faculty by **Friday, March 6, 2026.**
- Faculty member can review and respond to the Director's recommendation until **Friday, March 13, 2026.**
- The College P&T Committee's review and recommendation letter will be completed and shared with faculty by **Monday, April 6, 2026.**
- Faculty member can review and respond to the College P&T Committee's review until **Monday, April 13, 2026.**
- Dean's review and recommendation letter will be completed and shared with faculty member submitted by **Friday, April 24, 2026.**

If necessary, a meeting is scheduled with Dean, Director, and faculty member **after May 1st** to discuss the 3rd year review.

PLEASE NOTE: The documents listed below are no longer required:

1. Certification of Completeness
2. Certification of External Evaluator Information

University P & T Administration Timeline

- **December 12, 2025** ePortfolios sent forward for review by the University Promotion and Tenure Committee
- **March 2026** University P&T Committee makes recommendations to the Provost
- **April 2026** Provost makes recommendations to the President.
President certifies to FAU BOT that all procedures in University Regulation 5.006 (Tenure Procedures) have been followed.
- **May 2026** Letters will be sent to candidates notifying them of the final decision.