

**2025-2026 Archivum Tenure & Promotion Application**  
 Work Flow and Submission Deadlines for Candidate and Unit

Window for Work	Deadline	Performed by	Task	Notes on Task
May-July	July 18			This action sends an email message to Chair/Director .
July - July	July 18	Candidate	Must complete Research Section and check ready for Analysis of Publications"	This action sends an email message to Chair/Director .

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Aug 11-22 (or sooner)	August 22	Dept/School Liaison	Add faculty reviewers, Dept/School Committee Chair, and Chair/Director to Archivum; remove names as needed	No faculty member has access to the application until names are uploaded into the system.
Aug. 25-Sept 22	Sept. 22	Associate Dean	Add College Committee members, College Committee Chair to Archivum	No