

**DATE:** June 3, 2024  
**TO:** Deans, Associate Deans, and Department Chairs/School Directors  
**FROM:** Dawn Bratsch-Prince, Associate Provost for Faculty  
**RE:** Deadlines for FY25 faculty reviews

As you prepare for the new academic year, please note that the Office of the Senior Vice President and Provost has posted an online [Calendar of Deadlines](#) to provide colleges and departments with easy access to information regarding processes and deadlines regarding fundamental faculty review processes.

The following faculty review deadlines are in place for 2024-2025. The hyperlinks will direct you to detailed information on the process, relevant templates and forms, and other resources. **NOTE: For deadlines that fall on a Saturday or Sunday, materials are due the following business day.**

**December 1, 2024:** [Annual performance evaluations](#) of faculty must be completed in Workday.

**January 9, 2025:** [Promotion & Tenure](#) dossiers are due from colleges to the Office of the Senior Vice President and Provost.

**March 1:** [Term Faculty Advancement](#) dossiers are due from colleges to the Office of the Senior Vice President and Provost.

**April 1:** [Post-Tenure Review](#) materials are due from colleges to the Office of the Senior Vice President and Provost.

**May 1:** [Preliminary \(third year\) Review](#) materials are due from colleges to the Office of the Senior Vice President and Provost.

Please discuss this information within your department and college to ensure all academic leaders are aware of all internal college deadlines. If you have any

questions at all regarding these review processes, please contact Kati Gorman ([kati@iastate.edu](mailto:kati@iastate.edu) or 294-6410), Kaela Black ([kblack@iastate.edu](mailto:kblack@iastate.edu) or 294-8236), Tera Jordan ([trh@iastate.edu](mailto:trh@iastate.edu) or 294-1527); or Dawn Bratsch-Prince ([deprince@iastate.edu](mailto:deprince@iastate.edu) or 294-6410).

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