

2024-2025 Archivum Tenure & Promotion Application  
Work Flow and Submission Deadlines for Candidate and Unit  
Window  
for Work            Deadline

Aug 12-23 (or sooner)	August 23	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. 26-Sept 23	Sept. 23	Associate Dean	Add College Committee members, College Committee Chair to Archivum	No faculty member has access to the application until names are uploaded into the system.
Aug 26-Sept 16	Sept 16	Dept/School		