

VCUARTS QATAR

PROVISIONAL PROMOTION TIMETABLE 2026-2027

March 22, 2026	Faculty who desire to apply for promotion shall notify the appropriate administrator as of this date.
April 01, 2026	Department chair meets with candidate(s) by this date to provide guidelines on preparing promotion and tenure materials. Candidates are asked to present a list of suggested external reviewers by April 12 . Candidates are informed that CVs and packets of supportive materials must be ready to be shared with the external evaluators no later than May 12 .
April 09, 2026	Department chair, in partnership with the Dean's Office, appoints the Peer Review Committee(s) and notifies the candidate(s) of said appointments. A list of external reviewers is developed from both candidates' suggestions and the suggestions of the department chair and committee chair. This list is to be approved by the candidate and the department chair by April 19 .
April 23, 2026	By this date, Peer Review Committees are charged by the appropriate administrator, and the review process is initiated. Potential reviewers are contacted by the committee chair and confirmed no later than May 03 .
May 12, 2026	A packet of appropriate supportive materials prepared by the candidate is sent to the external reviewers.
August 18, 2026	All candidates for promotion and/or tenure upload a complete set of supportive material to their designated Google Drive Folder and notify to their department chairs, the peer review chairs and the Dean's office. Google Drive access is transferred to the Peer Review Committee members. Materials include an up-to-date curriculum vita, as advised by the department, and other documentation in support of promotion and/or tenure. External reviewer's evaluations are received by the Peer Committee. The Peer Committee initiates the internal review process.
September 22, 2026	The Peer Review Committee submits all promotion and/or tenure materials, to the department chair, including a written report documenting the numerical results of a secret ballot for or against recommending for promotion and/or tenure by this date. Peer Review Committee Chair notifies the office of the Dean of their final upload. Google Drive folder access is transferred to the Department chair.
October 06, 2026	Department chair reviews and adds a recommendation and must submit the entire file to the Dean's Office by this date. An email notification is sent to the Associate Dean for Faculty Affairs. The School P&T Committee initiates review processes.
December 08, 2026	School P&T Committee's final reports are forwarded to the Dean by this date. For each candidate's file, the committee enters a written report of its proceedings, including the results of a secret ballot recommending for or against promotion and/or tenure and the rationale for the recommendation.
January 13, 2027	By this date, the Dean has reviewed all reports and the file materials and added a recommendation.
January 14, 2027	Promotion/Tenure files are made available for candidates to review. If the decision is against promotion and/ or tenure then, the Dean so informs the candidate. The candidate has ten (10) working days after notification to add a statement to the file.
January 28, 2027	Deans submit files and recommendations to the appropriate Senior Vice Provost. (Candidate's written response to be included, if applicable)
April – May, 2027	Provost submit files and recommendations to the President, who submits the recommendations to the Board of Visitors during the May 2027 meeting