

Tenure and Promotion Review Process for Faculty

<u>Action</u>	<u>Due Date</u>
College dean shall notify each college faculty member who subject to pre-tenure review or eligible for promotion is during the next academic year and inform candidates of the dossier deadline.	May 5
The dean will hold a meeting open to tenure and/ or promotion candidates to review timelines, processes, and portfolio expectations.	May 5
Faculty member submits letter to the college dean <u>via the department chair</u> in the year prior to the academic year that he/she desires consideration for promotion and/or tenure.	May 15
College P&T Committee membership reconstituted.	May 15
The list of candidates for tenure and/or promotion will be presented to the department chairs, department P&T committees and College P&T Committee.	May 22
Chairs of department P&T committees elected.	June 1
Faculty member submits CV, 3 published papers and 5 suggested external reviewers to the Department Chair.	June 15
Department committee develops list of 5-7 external reviewers per candidate with assistance from the department chair and approved by Dean.	June 20
Dept. Chair sends CV, papers and working environment statement to external reviewers.	July 1
Submission of portfolio to the college dean.	September 1
External review letters due.	September 15
Department P&T Committee recommendations due to department chair.	September 30
Chair meets with candidate to review committee and chair recommendations. Recommendations due to dean and P&T Committee.	October 15
Response of the candidate due to department chair.	Two business days after meeting
College P&T Committee recommendations submitted to dean.	November 1
Dean meets with candidates to review recommendations of chair, committee and letter to provost. Dean submits materials with a formal letter of recommendation to the Office of the Provost.	November 28
Office of the Provost forwards application materials to the University P&T Committee	December 3
University P&T Committee recommendation to the Office of the Provost	December 19
Provost's recommendation to the President	January 9
Deadline for tenure candidates to notify his/her dean via written request for withdraw from tenure and/or promotion consideration	January 14
President's list of approved candidates to System Academic Affairs (ensure date is before BOR Agenda Item Deadlines)	January 29
Board of Regents action on recommendation for tenure and/or promotion	March meeting
Written notification to candidate of decision to award tenure and/or promotion	May 30
Promotion and tenure decisions become effective	September 1