

Annual Promotion and Tenure Review Process for Faculty  
*S&T Deadlines*  
*(Dates in bold are set by University)*

<u>Action</u>	<u>Due Date</u>
<b>Faculty member submits letter to the college dean in the year prior to the academic year the he/she desires consideration for promotion and/or tenure</b>	<b>June 1</b>
<b>Dean certifies that the length of service requirement has been met and notifies the faculty member of eligibility and the date of the evaluation process commencement.</b>	<b>June 10</b>
Faculty member submits CV, 3 published papers and 5 suggested external Reviewers to the Chair of his/her Departmental P&T Committee	June 15
Department committee develops list of 5-7 external reviewers per candidate	June 15
External reviewers approved by Dean	June 20
Dept. P&T Chair sends CV, papers and working environment statement to external reviewers	July 1
Submission of portfolio to the college dean	September 1
Constitute department and/or college committees if not already formed	September 1
External review letters due (if required)	September 15
Department P&T Committee recommendations due	September 30
Chair recommendations Due	October 15
College P&T Committee recommendations	November 1
<b>Dean's submission of materials with a formal letter of recommendation to the Office of the Provost</b>	<b>November 30</b>
<b>Dean informs candidate of his/her recommendation to the Provost for promotion and/or tenure</b>	<b>November 30</b>
<b>Faculty member appeal process begins if promotion and/or tenure is not recommended by the dean or college committee</b>	<b>Upon receipt of the dean's decision</b>
<b>Office of the Provost forwards application materials to the University P&amp;T Committee</b>	<b>December 1</b>
<b>University P&amp;T Committee recommendation to the Office of the Provost</b>	<b>January 10</b>
<b>Provost's recommendation to the President</b>	<b>January 15</b>
<b>President's list of approved candidates to System Academic Affairs</b>	<b>January 29</b>

Approved: 18 Aug 2010

**(ensure date is before BOR Agenda Item Deadlines)**

**Board of Regents action on recommendation for promotion and tenure      March meeting**

**Written notification to candidate of decision to award promotion and/or  
tenure      May 30**

**Promotion and tenure decisions become effective      September 1**