

2011-2012 Calendar
Application for Tenure and Promotion to Associate Professor,
and Promotion to Full Professor
College of Arts & Sciences, Library, School of Business Administration, and School of Music

- Sept. 9 University Promotion and Tenure Committee meets with College, School, Library, & Departmental committees, and all interested persons (4:00 p.m.; LBC Board Room).
- Sept. 26 Candidates submit P/T portfolios to their Department Chair (CAS, SoBA), to the Associate Dean (SoM), or to the appropriate supervising Librarian (hereafter referred to as "Department Chair"). Department chairs make portfolio(s) available to tenured and any ad-hoc members of the Department. The Department Chair will coordinate at least one meeting for faculty involved in the process to discuss the candidate's portfolio and progress toward meeting the standards for tenure and/or promotion.
- Oct. 12 Department faculty submit P/T evaluation letters to the Department Chair. These letters are not shared with the candidate (or other members of the department).
- Oct. 27 P/T portfolios and Department Chair letter(s) due to the Dean or Library Director (Department Chair letters will not be shared with the candidate). Chair letters should summarize the departmental colleague letters, include the Chair's own evaluation of the candidate, and make explicit reference to University and divisional standards.
- Oct. 28 Portfolios are forwarded to the College/School/Library committees. Prior to forwarding portfolios, the Dean will add department colleague letters from the pre-tenure reviews, which have been kept on file in the Dean's Office, for those candidates seeking tenure and promotion to Associate Professor.
- Nov. 28 The College/School/Library P/T committees forward evaluations and recommendations to the Dean/Library Director. The Dean/Library Director has the option of meeting with the candidate at this stage to discuss the status of his/her candidacy.
- Jan. 12 The Dean/Library Director shares the College/School/Library evaluation/recommendation letter and the Dean/Library Director's evaluation/recommendation letter with the candidate. Candidates may opt to respond in writing to perceived factual error. Written response is not an appeal. Any written response by the Candidate will accompany the portfolio to the next steps.
- Jan. 18 The Dean/Library Director forwards his/her evaluation/recommendation letter, along with the College/School/Library Committee evaluation/recommendation letter, optional faculty written response, and P/T portfolios to the Office of Academic Affairs. Academic Affairs makes the materials available for review by members of the University P/T Committee.
- Feb. 10 The Provost meets with the University P/T Committee to review process and decisions prior to the written recommendation of the University P/T Committee.

- Feb. 17 University P/T Committee shares its evaluation/recommendation letter with the candidate. Candidate has the option of responding in writing to perceived factual error. Written response is not an appeal. Any written response by the Candidate will accompany the portfolio to the next steps.
- Feb. 24 University P/T Committee forwards its recommendation/evaluation letter, and any optional written response from the Candidate, to both the President and the Provost. The Provost, in consultation with the Dean/Library Director and Department Chair, will meet with candidates who are not recommended for tenure and promotion to Associate Professor or for promotion to Professor.
- March 5 The Provost forwards her/his recommendations, along with candidates' portfolios, to the President.
- March 16 The President informs candidates of the decisions.
- March 30 The University Promotion and Tenure Committee will solicit feedback on the policy and process from all involved and will provide a summary to the Provost and the Faculty Senate Executive Committee.
- April – May The University Promotion and Tenure Committee will hold a session for Department Chairs who have tenure-track candidates, pre-tenure reviews, and/or candidates for promotion in the following year. The session will include consideration of how diversity issues may affect the promotion and tenure process. Members of tenure and promotion committees, Deans/Library Director, and other interested persons are encouraged to attend.

Office of Academic Affairs: September 12, 2011