

## **2023 – 24 Schedule**

### **Application for Tenure, Promotion to Associate Professor, and Promotion to Full Professor**

*College of Arts and Sciences, duPont-Ball Library, School of Business Administration, and School of Music*

The following due dates and procedures for the review of faculty applying for tenure and/or promotion apply to all candidates in the College of Arts and Sciences, duPont-Ball Library, School of Business Administration, and School of Music. For questions about procedure or process, please contact the department chair. Note that in this document, “Chair” refers to the chair of the department-level review, recognizing that the chair may be the Department Chair (CAS and SoBA), Associate Dean (Library and SoM), or, in cases where an ad hoc committee has been formed, a designated chair of the department-level review other than the Department Chair or Associate Dean.

#### **Upload information:**

At several stages in the review process reviewers will upload letters in PDF format to the candidate’s confidential folder. To facilitate ease of review, please use the naming conventions outlined below.

Standard naming convention: [candidate last name\_level of review\_reviewer’s initials]

Example 1: Smith\_dean\_ES.pdf

Example 2: Smith\_dept chair\_CC.pdf

Example 3: Smith\_dept committee\_EH.pdf

Example 4: Smith\_CAS committee\_HE.pdf

Example 5: Smith\_university\_committee\_MD.pdf

April 24            Faculty planning to apply for tenure and/or promotion should notify their Chair and Dean of their intent to apply during the 2023-24 review year. This deadline also applies to faculty who were given an option to apply early for tenure and/or promotion in their initial letter of appointment.

May 1              University Promotion and Tenure Committee meets with College, School, Library, & Departmental committees, Chairs, and all interested persons.

May 8              Candidates for promotion to Professor submit the names to chairs of 4-5 potential external reviewers with whom he/she has no personal or professional ties. Chairs solicit two reviews from this list.

May 29             Candidates for promotion to Professor provide Chairs with a portfolio of scholarship/creative activity to be shared with external reviewers.

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Aug. 28            Deadline provided to external reviewers for submission of external review letters. After the receipt of each letter, the Chair should process honorarium payments to each external reviewer. Chairs add external review letters in PDF format to the confidential document folder in the candidate’s name.

- Sept. 1 Candidates for tenure, promotion to Associate Professor, and promotion to Professor finalize T/P electronic portfolios in the OneDrive folder established for the candidate. Beyond this date the candidate may not add to or alter any documents in the portfolio. The portfolios are made available to tenured and any ad-hoc members of the departmental-level review by the Office of Academic Affairs. The Chair will notify members of the departmental-level review that candidate portfolios are available and coordinate at least one meeting for faculty colleagues involved in the process to discuss the candidate's portfolio and progress toward meeting the standards for tenure and/or promotion.
- Sept. 18 Department-level review colleagues submit T/P evaluation letters to the Chair. Letters evaluate the candidate with explicit reference to University and Divisional standards. These letters are not shared with the candidate or other members of the department-level review. Additionally, chairs write their own personal letter of evaluation that is not shared with the candidate.
- Sept. 29 Chairs upload in PDF format all Chair letters and all evaluative letters written by members of the Department-level review to the confidential folder in the candidate's name. Chair letters should summarize the department-level review colleague letters and make explicit reference to University and Divisional standards. Please note: in accordance with the tenure and promotion policy passed in spring 2018, the chair summary letter will be shared with the candidate, by the chair, on or before this date.
- Oct. 6 The Dean will add any Chair and Dean summary letters, and applicable candidate responses, in PDF format to the confidential folders for candidates seeking tenure who had pre-tenure reviews. Electronic portfolios are made available to the College/School/Library T&P Committees by The Office of Academic Affairs.
- Oct. 25 – 27 Dean of the College/School/Library meets with the College/School/Library T&P Committee to review the process prior to the final written recommendation of the College/School/Library T&P Committee.
- Oct. 30 The College/School/Library T&P Committees chair uploads in PDF format their signed letter of evaluation and recommendation to the candidate's confidential folder.
- Nov. 27 The Dean shares the College/School/Library evaluation and recommendation letter and the Dean's evaluation and recommendation letter with each candidate.
- Nov. 27 – Dec. 1 The Dean has the option of meeting with candidates at this stage to discuss the status of their candidacy. Portfolios and letters (except for the dean's letter and optional candidate response) become available to the University Tenure and Promotion Committee.
- Candidates may opt to respond in writing to perceived factual error. Written response is not an appeal. Any written response by the candidate will be added in PDF format to the candidate's confidential folder. Written responses are due to the dean within 5 business days of receiving the college, school, or library written recommendation.
- Dec. 6 The Dean's evaluation and recommendation letter, along with any applicable (optional) candidate response is uploaded in PDF format to the candidate's confidential folder. The Office of Academic Affairs makes those additional materials available for review by members of the University Tenure and Promotion Committee.

- Feb. 7 – 9 The Provost meets with the University Tenure and Promotion Committee to review the process and decisions prior to the written recommendation of the University Tenure and Promotion Committee.
- Feb. 12 The University Tenure and Promotion Committee chair uploads in PDF format their signed letter of evaluation and recommendation to the candidate’s confidential folder. On behalf of the University Tenure and Promotion Committee, the provost shares the committee’s evaluation and recommendation letter with the candidate. The Office of Academic Affairs makes portfolios and confidential letters available to the President.
- Feb. 14 – 16 The Provost, in consultation with the Dean and Chair, meets with any candidates who are not recommended for tenure and/or promotion.
- March 8 The Provost forwards her/his recommendations to the President.
- March 13 The President informs candidates of the decisions. Letters from the President will be mailed to candidates’ home addresses by this date.
- March – April The University Tenure and Promotion Committee solicits feedback on the policy and process from all involved and provides a summary to the Provost and the Faculty Senate Executive Committee.
- April – May The University Tenure and Promotion Committee will hold a session for Chairs who have tenure-track candidates, pre-tenure reviews, and/or candidates for promotion in the following year. Members of College/School/Library T&P Committees, Deans, and other interested persons are encouraged to attend.