

Promotion/Tenure Schedule (Academic and Research Faculty)

Revised Due Date

Announce to DH/Deans of schedule and format reminder

DHDD submits list of anticipated academic, library and research faculty promotion and tenure cases to Academic Affairs (promotion only for Research and Teaching Asst Prof/Teaching Assoc Prof/Teaching Prof faculty)

August 1, 2018

Candidate submits information to the DHDD / AA (see http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf)

Tenure/Tenure-Track and Library Faculty
 Teaching and Research Faculty

August 1, 2018
 September 7, 2018

If a candidate would like to submit an addendum, this must be done by September 6, 2018. The Department Head will include this in the Candidate's dossier as an addendum to the "Candidate Statement."

September 6, 2018

The Department Head shall submit to Academic Affairs as a single, bookmarked PDF document all candidate dossiers

September 10, 2018

DH coordinates package review and sends package out for external review

Mid August

Provost delivers charge to the P&T Committee

September 25, 2018

Department/Division Committee submits its recommendations to the DHDD

November 9, 2018

DHDD completes their recommendations, meets with the candidate, and submits the completed dossier package to the Dean

November 20, 2018

Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost

December 11, 2018

Promotion & Tenure Committee meets to review all recommendations

Dec 13-Feb 9

Provost meets with P/T Committee to review their final recommendations

February 19, 2019

Provost needs to have final decision and material prepared for the BOT meeting

March 8, 2019

Material to Presidents office for BOT meeting

March 15, 2019

BOT Meeting

April 5, 2019

Provost communicates final decisions to DHDDs

after 4/5/19

Provost announces promotion/tenure decisions at the **April Faculty Forum**

April 24, 2019