

**Promotion/Tenure Schedule (Academic and Research Faculty)**

	<b>Revised Due Date</b>
Announce to DH/Deans of schedule and format reminder	Summer
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, 2019
Candidate submits information to the DHDD & AA (see <a href="http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf">http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf</a> )	
Tenure/Tenure-Track and Library Faculty	August 1, 2019
Teaching and Research Faculty	September 6, 2019
If a candidate would like to submit an addendum, this must be done by September 5, 2019. The Department Head will include this in the Candidate's dossier as an addendum to the "Candidate Statement."	September 5, 2019
The Department Head shall submit to Academic Affairs as a single, bookmarked PDF document all candidate dossiers	September 10, 2019
DH coordinates package review and sends package out for external review	Mid August
Provost delivers charge to the P&T Committee	September 24, 2019
Department/Division Committee submits its recommendations to the DHDD	November 8, 2019
DHDD completes their recommendations, meets with the candidate, and submits the completed dossier package to the Dean	November 20, 2019
Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost	December 11, 2019
Promotion & Tenure Committee meets to review all recommendations	Dec 13-Feb 9
Provost meets with P/T Committee to review their final recommendations	March 2, 2020
Provost needs to have final decision and material prepared for the BOT meeting	March 13, 2020
Material to Presidents office for BOT meeting	March 20, 2020
<b>BOT Meeting</b>	April 3, 2020
Provost communicates final decisions to DHDDs	after April 5, 2020
Provost announces promotion/tenure decisions at the <b>April Faculty Forum</b>	April 29, 2020