

**2020-21 Calendar for Submission of Academic
Reports and Recommendations
Promotion and Tenure Schedule**

Promotion/Tenure Schedule (Academic and Research Faculty)	Due Date
Announce to DH/Vice Provost/Deans of schedule and format reminder	TBD
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 3, 2020
Candidate submits information to the DHDD & AA (see - https://catalog.mines.edu/proceduresmanual/6promotiontenure/)	
Tenure/Tenure-Track and Library Faculty	August 3, 2020
Teaching and Research Faculty	September 3, 2020
If a candidate would like to submit an addendum, this must be done by September 4, 2020. The Department Head will include this in the Candidate's dossier as an addendum to the "Candidate Statement."	September 4, 2020
The Department Head shall submit to Academic Affairs as a single, bookmarked PDF document all candidate dossiers	September 11, 2020
DH coordinates package review and sends package out for external review	Early/Mid August
Provost delivers charge to the P&T Committee	September 25, 2020
Department/Division Committee submits its recommendations to the DHDD	November 6, 2020
DHDD completes their recommendations, meets with the candidate, and submits the completed dossier package to the Vice Provost/Dean	November 20, 2020
Vice Provost/Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost	December 16, 2020
Promotion & Tenure Committee meets to review all recommendations	Mid-December - Mid-February
Provost meets with P/T Committee to review their final recommendations	March 3, 2021
Provost needs to have final decision and material prepared for the BOT meeting	March 12, 2021
Material to Presidents office for BOT meeting	March 24, 2021
BOT Meeting	April 2, 2021
Provost communicates final decisions to DHDDs	after April 5, 2021
Provost announces promotion/tenure decisions at the April Faculty Forum	April 28, 2021

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