

## Promotion/Tenure Schedule

### (Academic and Research Faculty)

<u>Responsible Party</u>	<u>Tasks</u>	<u>DUE DATE</u>
Academic Affairs	Announce to Department Heads/Deans of schedule and format reminder	March 27, 2023
Dept Head	DH submits list of anticipated academic, library and research faculty promotion and tenure cases to Academic Affairs (promotion only for library, research, and teaching faculty)	May 12, 2023
<a href="#"><u>Procedures Manual: Section 6 - Promotion and Tenure</u></a>		
Dept Head	Complete initial draft of dossier to be reviewed by DH prior to final submission	June 16, 2023
Candidate	Tenure/Tenure-Track, Library and Research Faculty <b>Candidate directly submits their dossier via a single email to Academic Affairs and the Department Head</b>	June 30, 2023
Dept Head	DH coordinates package review and sends package out for external review	Early/Mid July-August
Candidate	Teaching Faculty <b>Candidate directly submits their dossier via a single email to Academic Affairs and the Department Head</b>	September 1, 2023
Candidate	If a candidate would like to submit an addendum, this must be submitted to Department Head.	September 8, 2023
Dept P&T Committee	Department Committee submits recommendation letter to the Department Head	November 4, 2023
Dept Head and Candidate	DH meets with the candidate, completes their recommendations, and submits the completed dossier package to the Dean. Dossier needs to be bookmarked. Table of contents without page numbers, but anchored to correct page in dossier.	November 17, 2023
Dean	Dean completes their recommendations and submits the final, bookmarked dossier to Academic Affairs/Provost	December 15, 2023

### **Internal Tasks (Academic Affairs)**

### **DUE DATE**

Academic Affairs archives the initial dossier submission	June 30, 2023 / September 1, 2023
Provost delivers charge to the University Promotion & Tenure Committee	Late Oct / Early Nov
Promotion & Tenure Committee meets to review all recommendations	Mid-Dec thru Mid-Feb
Provost meets with P&T Committee to review their final recommendations	Early March
Provost needs to have final decision and material prepared for the BOT meeting	March 15, 2024
Material to Presidents office for BOT meeting	March 27, 2024
<b>BOT Meeting</b>	<b>April 5, 2024</b>
Provost communicates final decisions to DHs	after April 5, 2024
Provost announces promotion/tenure decisions at the April Awards Celebration	April 24, 2024