

## Promotion and Tenure Schedule

| Process Date   | Academic Year<br>(2009-2010)                  | Task – <b>tenure</b> and <b>promotion</b>  |
|--|---|--|
| First Department Meeting During Fall Convocation   | August 18 through August 21                   | Departments select a departmental review committee and establish a departmental calendar that will meet the <b>tenure</b> and <b>promotion</b> contractual deadline of February 1, 2010.   |
| October 1 through November 16.<br><br>Contractual deadline to notify dean/immediate supervisor in writing of intent for apply for <b>promotion</b> is <b>November 16</b> .   | October 1 through November 16                 | Pick up <b>tenure/promotion</b> application materials from the dean's office and sign for them.<br><br>The act of signing will be considered notification in writing of your intent to apply for <b>promotion</b> .  |
| Two weeks after last date to pick up materials.  | December 1                                    | Deadline to submit your <b>tenure/promotion</b> materials to the department.   |
| First Duty day of Spring through February 1<br><br>Contractual deadline for departments/department members to submit recommendations to the dean/immediate supervisor and the faculty member under review is <b>February 1</b> . | January 5 through February 1                  | Department, chair and individual department members submit <b>tenure/promotion</b> recommendation to dean/immediate supervisor.<br><br>The faculty member under review must also be given copies of all recommendations that are sent to the dean/immediate supervisor.                    |
| One week later   | February 8                                    | Deadline for candidate for <b>tenure/promotion</b> to submit to the dean/immediate supervisor written responses to the department, chair and individual recommendations.   |
| Two weeks later  | February 22                                   | Dean/Immediate supervisor notifies the candidate in writing of proposed <b>tenure/promotion</b> recommendation.  |
| One week later   | March 1                                       | Candidate responds to preliminary <b>tenure/promotion</b> recommendation of dean/immediate supervisor.   |
| One week later   | March 8 through March 15<br>(This break week) | Dean/immediate supervisor forwards <b>tenure/promotion</b> recommendation to provost along with any written responses from the candidate.<br>Dean/immediate supervisor forwards <b>tenure/promotion</b> recommendation to candidate in writing, either hand delivered or first class mail. |
| One duty week later  | March 22                                      | Candidate submits written response to Dean's/immediate supervisor's <b>tenure/promotion</b> recommendation to the Provost.   |
| One month later  | April 19                                      | Provost notifies candidate in writing of proposed <b>tenure/promotion</b> recommendation.  |

## Promotion and Tenure Schedule

|  |                                       |   |
|--|---------------------------------------|---|
| One week later   | April 26                              | Optional meeting with Provost concerning the <b>tenure</b> recommendation must be completed.  |
| <p>May 3<br/>Contractual deadline for provost to deliver <b>promotion</b> recommendation to the president.</p> <p>Contractual deadline for candidate to respond in writing to <b>tenure</b> recommendation of the Provost if the recommendation is negative.</p> | May 3                                 | <p>Provost forwards <b>promotion</b> recommendation along with any written responses from the candidate to the president.</p> <p>The candidate may respond in writing to the <b>tenure</b> recommendation. These comments are attached to the <b>tenure</b> recommendation of the Provost when he sends his recommendation to the President.</p>  |
| One week later   | May 10                                | Provost forwards <b>tenure</b> recommendation along with any written responses from the candidate to the president.   |
| Two weeks later  | May 24                                | <p>Optional meetings with president must be complete.</p> <p>All candidates for <b>promotion</b> have the option of meeting with the president.</p> <p>Candidates for <b>tenure</b> have the option of meeting with the president if you have received a recommendation for denial of <b>tenure</b> from the department, chair, dean/immediate supervisor or the provost. Candidates may choose to be accompanied by an Association Representative.</p> |
| <p><b>June 15</b><br/>Contractual deadline for the president to notify you of the <b>promotion</b> decision.</p> <p>Contractual deadline for the president to notify you if the recommendation is for denial of <b>tenure</b>.</p>                               | June 15                               | President delivers <b>tenure/promotion</b> recommendation to candidate in writing via either hand delivered or first class mail. If the President denies <b>promotion</b> the candidate may request and shall be furnished, written indication of deficiencies and guidance concerning action to overcome such deficiencies.  |
| <p>June 16 through January 18</p> <p>Contractual deadline for optional meeting with president during terminal year if recommendation for <b>tenure</b> was negative is <b>January 18</b>.</p>  | June 16 2010 through January 18, 2011 | Candidates who were turned down for <b>tenure</b> have the option of meeting with the president.  |
| <p>15 Days later</p> <p>Contractual deadline to convey to the faculty member any change in the <b>tenure</b> decision if the decision was originally denial of tenure.</p>   | January 18, through February 8, 2011  | Any change in the <b>tenure</b> decision shall be communicated to the faculty member in writing.  |