

2009-2010 Tenure and Promotion Calendar

Mid-Year Decisions

Revised 3/06/2009

- Please notify the Provost's Office of mid-year files
- *The schedule for the mid-year cases is the same as for the regular cases, through September 4*
 - *Underlined dates are definite, other dates are suggestions and can be modified to fit the needs of the unit.*

2009

April--Week 2

- Tenure and Promotion Chairs should be chosen in units where they are appointed or elected.
- Department chair or dean notifies all eligible faculty in writing of option for tenure and promotion review in fall semester

April—Week 3

Faculty notifies department chair or dean in writing indicating whether or not they will request tenure and/or promotion.

Tuesday, April 28

Tenure and Promotion Workshop for Chairs and Candidates (Gambrell 153)

April—May

Compile names of potential outside referees for each probable candidate. Contact outside referees to obtain agreement to review file in August.

June—July

Candidates should prepare files.

August—Week 1

Official notification: Potential candidates for tenure and promotion will be advised in writing of the timetable for the submission and consideration of files by the dean, department chair, or other appropriate administrator.

Monday, August 3

Tenure and Promotion Chair verifies that all faculty have been notified of eligibility for tenure and promotion review.

By Monday, August 10

- Send relevant portions of file to outside referees. Include the unit criteria. Please use the suggested letter for external reviewers included in the Goldenrod Booklet. Please do not ask for strengths and weaknesses of the candidates.
- Notify all faculty in writing of date of unit meeting including a reminder to complete preparation of files.

Wednesday,
September 2

File should be complete, including letters from outside referees, and ready for unit review.

Friday,
September 4

Deans send to Provost a list of all faculty members who will be considered by the unit and action sought in each case: T,P or Tenure and Promotion. State the files that are mid-year decisions.

Friday,
September 11

- Unit faculty must have voted by this date.
- Files with ballot and vote justifications to Department Chair (or Dean).
- Notify candidates regarding T and/or P decision of unit committee. Unit vote is not revealed.
- Notify faculty regarding candidates recommended.

Tuesday,
September 15

Faculty appealing unfavorable decisions notify unit Tenure and Promotion Chair, in writing, who will announce appeals to faculty and invite letters from unit faculty regarding these cases.

Thursday,
September 17

Files to Dean.

Tuesday,
September 22

All files to the Provost.
Supporting materials should be sent directly to Faculty Senate Office.

Tuesday,
October 6

Files to University Committee on Tenure and Promotion.

Tuesday,
October 20

Files to President.

Tuesday,
October 27

Recommendations to Academic Affairs Committee of Board of Trustees for final action by the Board in December.

2009-2010 Tenure and Promotion Calendar

Regular Calendar Decisions

Revised 3/06/2009

Underlined dates are definite, other dates are suggestions and can be modified to fit the needs of the unit.

2009

April--Week 2

- Tenure and Promotion Chairs should be chosen in units where they are appointed or elected.
- Department chair or dean notifies all eligible faculty in writing of option for tenure and promotion review in fall semester

April—Week 3

Faculty notifies department chair or dean in writing indicating whether or not they will request tenure and/or promotion.

Tuesday, April 28

Tenure and Promotion Workshop for Chairs and Candidates (Gambrell 153)

April—May

Compile names of potential outside referees for each probable candidate. Contact outside referees to obtain agreement to review file in August.

June—July

Candidates should prepare files.

August—Week 1

Official notification: Potential candidates for tenure and promotion will be advised in writing of the timetable for the submission and consideration of files by the dean, department chair, or other appropriate administrator.

Monday,
August 3

Tenure and Promotion Chair verifies that all faculty have been notified of eligibility for tenure and promotion review.

By Monday,
August 10

- Send relevant portions of file to outside referees. Include the unit criteria. Please use the suggested letter for external reviewers included in the Goldenrod Booklet. Please do not ask for strengths and weaknesses of the candidates.
- Notify all faculty in writing of date of unit meeting including a reminder to complete preparation of files.

Wednesday,
September 2

File should be complete, including letters from outside referees, and ready for unit review.

Friday,
September 4

Deans send to Provost a list of all faculty members who will be considered by the unit and action sought in each case: tenure, promotion or tenure and

promotion. **State if mid-year decision. State if the Candidate is in the decision year.**

Monday,
September 28

- Unit faculty must vote by this date.
- Files with ballots and vote justifications to Department Chair (or Dean).
- Candidates notified regarding tenure, promotion and/or tenure and promotion decision of unit committee. Unit vote is not revealed.
- Unit Tenure and Promotion Chair notifies unit faculty regarding candidates recommended for T and/or P. Faculty may write letters to the Department Chair or Dean to be included in the file.

Friday,
October 2

Faculty appealing negative decision must notify Unit Tenure and Promotion Chair, in writing, who will immediately announce these appeals to unit faculty and invite letters from unit faculty regarding these cases.

Wednesday,
October 7

All Files to dean.

Monday,
November 9

All files to Provost.
Supporting materials should be sent directly to Faculty Senate Office.

2010

January—March

Files to University Committee on Tenure and Promotion.

Monday,
March 22

All files to President.