

Tenure-Progress/Third Year Reviews Calendar 2021-2022

Reference: [Provost Office's Information on Tenure-Progress Reviews](#)

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|----------------------|---|
| Green denotes | Dean's Office action |
| Red denotes | Department Chair/School Director action |
| Black denotes | Candidate/Faculty Committee action |

2021

- August 20** Department Chair/School Director notifies eligible candidates in writing to prepare the tenure- progress review file for review and advises candidates of the timetable for submission.
- August 31** Department Chair/School Director will notify dean in writing of all eligible candidates. Candidates with January 1 and August 16 tenure start dates will follow the same calendar.
- Sept 15** Deans send the names of all faculty members who will undergo tenure-progress review to the Office of the Provost.
- November 1** Candidate's files should be completed and ready for unit review.
- December 17** Unit faculty will have reviewed each case by this date.

2022

- February 21** All files to Dean. Supplemental materials are to remain with the Unit unless requested by the Dean's Office.
- April 15** All recommendations of non-reappointment of probationary faculty must be forwarded to the Provost for approval by this date.
- April 30** Dean's written evaluation sent to candidate and department chair/school director.
- May 10** In cases of non-reappointment of probationary faculty, notification must be mailed certified mail no later than this date.

CRITERIA REQUIRED FOR SUBMISSION OF FILE

The Dean's Office require one hard copy of submitted files, organized in the following manner:

- Place the required items in a [Smead #81352 - dark blue](#) hinge pressboard binder.
- Label the binder with the candidate's name, department, & the academic year on the outside cover.
- Place a full and updated CV and the unit tenure and promotion criteria on the inside cover with a binder clip.
- Title Page – the candidate must enter the date of the T&P Criteria used next to their signature.
- Please see that divider tabs are used to identify the items in each section (see the [CAS Document Library - T&P Bookmarks/Tabs](#) for the template for bookmarks/tabs).
- **T&P Committee Report** is to be placed behind the title page.
- **Supplemental materials are not sent to the Dean's Office unless requested.**