

7.12 Summary of Deadline Dates for Tenure and Promotion

By April 15 of each academic year: The provost provides deans and department chairs with a list of faculty under mandatory tenure consideration during the coming academic year and reminds them of the May 15 deadline for promotion nominations.

By May 15 prior to year of review: The immediate supervisor informs tenure candidates that the tenure evaluation process is to begin. All nominations for promotion are submitted to chairs and deans.

By June 15 prior to year of review: If appropriate, the tenure and/or promotion candidate provides a list of peer evaluators to the department chair or equivalent and provides a waiver form about the confidentiality of peer review letters.

By October 1: The tenure and/or promotion comprehensive file is submitted to the appropriate office.

By October 1: Slate of nominees for University Review Board and PTAC selected.

By October 15: Elections of PTAC and University Review Board concluded. URB elected prior to PTAC.

By November 1: The departmental committee(s) recommendation(s) and report(s), and the chair's recommendation, are due to the dean.

By December 1: The College Promotion and Tenure Advisory Committee submits its written recommendations and supporting rationale to the dean.

By January 15: The dean forwards all comprehensive files and recommendations to the provost.

By February 15: The University Review Board forwards all comprehensive files and recommendations to the provost.

By March 15: The provost informs all candidates of the outcome of their individual cases.