

PROMOTION/TENURE ACTIVITY SCHEDULE

Spring 2010

(This schedule is subject to change or modification, as necessary.)

The following schedule has been arranged to allow as much time as possible for appropriate procedures in each stage of the process. Committees and individuals must keep this in mind as deliberations occur. Each applicant should be informed by each committee chair or individual of the recommendation at each step in the promotion process whether it is positive or negative. Please refer to Guidelines for the Tenure and Promotion Process approved by your respective college.

Each ARecommendation for Promotion in Rank@ form indicating a recommendation for or against promotion should be dated by day and month in the space provided below the signature line. Your cooperation is requested and appreciated.

DEADLINES

- January 19-20 Chair should notify departmental members who wish to be considered for promotion, who are being recommended for promotion by their chair or those in their sixth year of probationary tenure-track status to begin preparing their files.
- Chair and dean conduct elections of college and departmental promotion/tenure committees.
- January 29 Candidates for promotion and/or tenure forward completed files to department chair.
- February 1 Department chair forwards promotion and tenure files to chair of departmental promotion and/or tenure committee.
- February 8 Chair of departmental promotion and/or tenure committee forwards files and recommendations to the department chair.
- February 12 Department chair forwards promotion and/or tenure files and recommendations to dean of college.
- February 15 Dean of college forwards files to chair of the college promotion and/or tenure committee.
- March 1 Chair of the college promotion and/or tenure committee forwards files and recommendations to the dean of the college.
- March 3 Dean forwards promotion files and recommendations to college level promotion appeals committee, if necessary.
- March 10 College level promotion appeals committee forwards recommendations to dean of college.
- March 22 Dean of college forwards promotion and/or tenure files and recommendations to the provost.
- March 29 Provost forwards promotion files to the chair of the university promotion committee. (Committee scheduled to meet that day.)
- April 9 Chair of the university promotion committee forwards promotion files and recommendations to the provost.
- April 23 Provost forwards appealed promotion files and recommendations to university level promotion appeals committee, if necessary. Additional promotion and tenure files and recommendations are forwarded to the president.
- April 30 University level promotion appeals committee forwards appealed promotion files and recommendations to the president.

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