

# **TENURE/PROMOTION TO ASSOCIATE PROFESSOR ACTIVITY SCHEDULE FALL 2021**

Office of the Provost

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

## **DEADLINE**

## **ACTION**

Before the end of Spring semester and no later than (NLT) June 4	Department Chair should notify departmental members who wish to be considered for promotion or those in their sixth year of probationary tenure-track status to begin preparing their E-Portfolio.
NLT August 31	Department Chair and Dean conduct elections of college/departmental promotion/tenure committees.
NLT September 1	Candidates for tenure and/or promotion submit completed E-Portfolio to Blackboard course.
NLT September 3	Blackboard course opens for Department Promotion/Tenure Committee review.
NLT September 15	Chair of Departmental Promotion/Tenure Committee posts recommendations to the Blackboard course and provides copy of recommendation to faculty member outside of Blackboard.
NLT September 16	Blackboard course opens for Department Chair review.
NLT September 24	Department Chair posts recommendations to Blackboard course and provides copy of recommendation to faculty member outside of Blackboard.
NLT September 27	Blackboard course opens for College Promotion/Tenure Committee review.
NLT October 7	Chair of College Promotion/Tenure Committee posts recommendations to the Blackboard course and provides copy of recommendation to faculty member outside of Blackboard.
NLT October 11	Blackboard course opens for College Dean reviews
NLT October 22	College Dean posts recommendation to the Blackboard course and provides copy of recommendation to faculty member outside of Blackboard.
NLT October 25	Blackboard course opens for Provost review.
NLT November 10	Provost posts recommendation to Blackboard course and provides copy of recommendation to faculty member.
NLT November 17	Faculty who wish to appeal promotion recommendation must submit letter of appeal to Provost.
NLT November 24	Faculty who wish to appeal tenure recommendation must submit letter of appeal to Provost.
NLT November 29	Provost forwards appealed promotion E-Portfolios and recommendations to University Appeals Committee, if applicable. Blackboard course opens for President review.
NLT December 9	University Appeals Committee forwards appealed promotion E-Portfolios and recommendations to the President.