

Timetable for Tenure/Promotion Procedure

Faculty Handbook: Article G. Reappointment, Tenure, and Promotion Decisions

<i>In April</i>	The Dean of Faculty will notify each Faculty Member who is eligible for a Tenure/Promotion decision in the following Fall Term of the decision process and timeframes, with a copy to the chair.
<i>By May 15</i>	A Faculty Member who wishes to be a candidate for tenure/promotion will notify the Dean of Faculty in writing of his/her intention to apply, with a copy to the Chair.
<i>By September 1</i>	The Dean of Faculty will distribute to all Students, Faculty, and Staff, electronically or otherwise, a list of Faculty Members who wish to be considered for tenure/promotion and instructions for submitting a statement about any candidate.
<i>By September 15</i>	The candidate must submit his/her application for tenure/promotion to the Chair. Any statement in support of any candidate must be received in the Dean of Faculty's Office to be considered.
<i>By October 15</i>	The Chair will assemble a tenure review file. The Senior Faculty will review the file and advise the Chair on their assessment. After consulting with the Senior Faculty, the Chair will prepare a written recommendation. The Chair's recommendation and any additional statements will be added to the file and copies provided to the candidate, who will have the opportunity to respond. The candidate's Review file will be sent to the Dean of Faculty's Office for use by the Dean of Faculty and the Faculty Personnel Committee.
<i>By November 15</i>	After their separate reviews, The Dean of Faculty and the Faculty Personnel Committee will meet to discuss their view's of the Faculty Member's performance, and each will prepare a written recommendation to the President. These recommendations will be added to the review file and copies provided to the candidate. The candidate's Review file will be sent to the President's Office.
<i>By December 15</i>	The President will inform the candidate in writing of her recommendation to the Governance and Instruction Committee of the Board of Trustees.
<i>In February</i>	The President will inform the candidate of the decision of the Board of Trustees within two weeks of the Board of Trustees' Meeting.