

College of Art and Design

Tenure and Promotion for Tenure-track Faculty

Tenure and Promotion Review: Timeline

April 1	Eligible candidates notified by the School Director
May 31	Dean's office (Grace Gladney) provides a Faculty Document Submissions guide and link for the candidate to upload their electronic documentation
By June 1	Candidate's personal website needs to be completed for external reviews Candidate provides to their School Director: <ul style="list-style-type: none">▪ Five (5) external scholars who are recognized in the candidate's academic field▪ A list (if applicable) of up to three (3) scholars the candidate does not want to be considered as external reviewers of his/her scholarly work▪ URL of personal website, including passwords, accessible to external reviewers and contains candidate's scholarly record and electronic versions of scholarly work
June 5	School Director forwards candidate's submitted external scholar names, personal website URL, along with three (3) additional external names, identified by the School Director, to the Chair of the Tenure Committee
June 6 – August 15	The Tenure Committee Chair seeks at least two (2) reviews from the external scholars recommended by the candidate and at least two (2) reviews from external scholars suggested by the School Director of the candidate's School for a minimum of four external reviews .
August 15	Candidate uploads portfolio of documentation , which includes all of the required documentation to the file share link provided by the Dean's office by May 31 st
August 20 – September 20	The Tenure Committee solicits confidential letters from each tenured faculty within the candidate's school.
September 15	School Director provides letter accessing the candidate to the Committee
January 15	The Chair of the Tenure Committee sends a letter of review to the Dean. The vote of the Committee is included in the letter.
February 8	Dean forwards the Tenure Committee's letter of review and the candidate's documentation to the Provost, along with the letters from external review scholars and a separate recommendation letter from the Dean
April 15	Candidate is notified in a written communication from the Provost regarding the granting or denial of tenure