

Tenure and Promotion for Tenure-track Faculty

Tenure and Promotion Review: Timeline (effective May 2023)

April 1	Eligible candidates notified by the School Director
May 1	Elections for the College tenure committee shall be conducted.
May 31	Dean's office (Grace Gladney) provides a Faculty Document Submissions guide and link for the candidate to upload their electronic documentation.
August 15	<p>Candidate provides to their School Director</p> <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 their scholarly work.▪ School Director forwards candidate's submitted external scholar names along with three (3) additional external names, identified by the School Director, to the Dean's office (Grace Gladney).
By September 15	<p>Candidate uploads all required documentation to the file share link provided by the Dean's office.</p> <p>Candidate's personal website of creative scholarship needs to be completed for external reviewers. Candidate provides to their School Director the URL of personal website, including passwords, accessible to external reviewers and contains candidate's scholarly record and electronic versions of scholarly work.</p> <p>School Director forward's candidate's personal website URL and any passwords (if applicable) to the Dean's office (Grace Gladney).</p>
September 15	Dean calls the promotion committee to its initial organizational meeting.
September 30 – December 1	<p>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.</p> <p>The Tenure Committee Chair solicits confidential letters from each tenured faculty within the candidate's school.</p> <p>School Director provides letter accessing the candidate to the committee.</p>
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.