

Tenure and Promotion Review: Timeline (revised for 2241-2245)

- April 1** Eligible candidates are notified by the Dean.
- April 15** Dean calls the Tenure committee to its initial organizational meeting. The Tenure committee elects a Chair.
- May 31** Dean's office (Grace Gladney) provides a **Faculty Document Submissions** guide and link for the candidate to upload their electronic documentation.
- June 15** Candidate provides to their School Director
- 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).
- Candidate provides to their School Director and Dean's office (Grace Gladney) the URL of their completed **personal website** of creative scholarship **for external reviewers**, including passwords.
- August 15** Candidate **uploads all required documentation** to the file share link provided by the Dean's office.
- by Sept 6** The Tenure Committee Chair will request letters from the lists provided with 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**.
- External review letters are **due to the Dean's Office by November 1st**.
- by Nov 5** The Tenure Committee Chair solicits confidential letters from each **tenured faculty** and **school director** within the candidate's school with a *due date determined by the Tenure Committee Chair* (suggested due date of December 1st).
- For School Directors:** In addition to their confidential letter, the school director must also submit the Research/Scholarship Table (signed), Summary Table of Annual Evaluations, and Tenure form (signed) on the *same due date* for the school director's confidential letter.
- Sept – Dec** The Tenure Committee reviews the candidate's dossier.
- December** The Tenure Committee reviews the letters from professors, school director, and external reviewers.

January 15

The Chair of the Tenure Committee uploads the letter of review to the candidate's file share folder. The vote of the Committee is included in the letter for the dean to review.

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.