

Tenure and Promotion for Tenure-track Faculty: E05.0 Policies on Tenure

Tenure and Promotion Review: Timeline (effective April 2025)

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 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.
May 20	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 May 31	<p>The Dean's office, on behalf of the Tenure Committee Chair, emails the external scholars from the lists provided requesting their service as a reviewer of the candidate's submitted scholarly work for tenure and promotion.</p> <p>Dean's office (Grace Gladney) provides a Faculty Document Submissions guide and link for the candidate to upload their electronic documentation.</p>
June 15	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.
By July 15th	<p>The Dean's office, on behalf of the Tenure Committee Chair, requests letters from the accepted external reviewers: at least two (2) 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>External review letters are due to the Dean's Office by September 15th.</p>
August 15	Candidate uploads all required documentation to the file share link provided by the Dean's office.
By Sept 30th	<p>The Tenure Committee Chair solicits confidential letters from each tenured faculty and school director within the candidate's school with a <i>due date determined by the Tenure Committee Chair</i> (suggested due date of November 1st).</p> <p>For School Directors: In addition to their confidential letter, the school director must also submit the Research/Scholarship Table (signed),</p>

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.

Nov – Dec

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.