

Pre-Tenure

Calendar for Pre-Tenure Review Date(s)*	Action
<i>Stage 1: Preparation of Portfolio by Faculty Member</i>	
By Spring Semester Graduation Date	Notification of faculty member facing pre-tenure review
Fall	Faculty member's preparation of portfolio
January 21	Faculty member submits portfolio to department head.
<i>Stage 2: Review of Portfolio at Department Level</i>	
January 21 – February 20	Review and evaluation by department head and if applicable, department review committee.
February 21	Recommendation(s) is submitted to dean of the college and forwarded to the College Promotion and Tenure Committee for review.
<i>Stage 3: Review of Portfolio at the College Level</i>	
February 21 – March 20	Review and evaluation by the College Promotion and Tenure Committee.
March 21	Recommendation of the College Promotion and Tenure Review Committee forwarded to dean of the faculty member's college
March 21 – April 7	Review and evaluation by the dean
April 8	Decision of the dean forwarded to the faculty member, department head, and Office of the Provost.
<i>Stage 4: Review of Portfolio at University Level</i>	
April 8 - April 15	Faculty member receiving unfavorable recommendation from dean and/or College Promotion and Tenure Review Committee may assemble appeal materials and submit them to the Provost for forwarding to University Promotion and Tenure Review Committee.
April 16 – deadline specified by the Provost	Review and evaluation by the University Promotion and Tenure Review Committee of post-tenure review portfolios with unfavorable recommendation(s) and forwarding of committee recommendation to the Provost.
Deadline specified by the Provost (at least one week allowed for preparation)	Faculty member receiving unfavorable recommendation from University Promotion and Tenure Review Committee may assemble appeal materials and submit them to the provost.
Deadline specified by the Provost	Review by the Provost of portfolios, recommendations and, if applicable, appeals.
Deadline specified by the Provost (no later than two weeks after any appeals submitted)	Decision of the Provost forwarded to faculty member and