

Promotion & Tenure timetable

Calendar for Promotion and Tenure Date(s)* Action

<i>Stage 1: Preparation of Portfolio by Candidate</i>	
By Spring Semester Graduation Date	Notification of candidate facing retention deadlines
Spring and Summer	Candidate's preparation of portfolio
August 21	Candidate submits portfolio to department head
<i>Stage 2: Review of Portfolio at Department Level</i>	
August 21 – September 20	Review and evaluation by Department Promotion and Tenure Committee and department head
September 21	Recommendation(s) submitted to dean of candidate's school for forwarding to the College Promotion and Tenure Committee
<i>Stage 3: Review of Portfolio at College Level</i>	
September 21 – October 31	Review and evaluation by the College Promotion and Tenure Committees.
November 1	Recommendation of the College Promotion and Tenure Committee forwarded to the dean of the candidate's college
November 1 - 14	Review and evaluation by the dean of the candidate's college
November 15	Recommendations of the dean and College Promotion and Tenure Committee submitted to the Provost.
<i>Stage 4 (if candidate appeals decision at college level): Review of Portfolio at University Level</i>	
November 15 - 21	Candidate receiving unfavorable recommendation from dean and/or College Promotion and Tenure Committee assembles appeal materials, if appropriate.
November 22	Candidate's appeal materials due to the Provost for forwarding to the University Promotion and Tenure Committee.
November 22 – January 20	Review and evaluation of tenure and promotion portfolios under appeal by the University Promotion and Tenure Committee.
January 21	Recommendation of University Promotion and Tenure Committee on portfolios under appeal forwarded to the Provost.
January 21 - 28	If candidate receives an unfavorable recommendation from the University Promotion and Tenure Committee, then they may assemble appeal materials and submit them to the Provost.
<i>Stage 4: Review of Portfolio at the University Level</i>	
November 15	Recommendations of the dean and College Promotion and Tenure Committee that are favorable to the candidate are submitted to the Provost.
February (date depends on Board of Regents due dates)	The Provost's recommendations on promotion and tenure are forwarded to the President
TBA (date depends on Board of Regents due	The President's recommendations on promotion and

dates)

tenure are forwarded to the Board of Regents