

## PROMOTION AND TENURE CALENDAR FOR 2017-2019

Approved by College Leadership Team:

**January 22, 2018**

ACTION	RESPONSIBLE PARTY			CALENDAR	DUE DATES
	Department-level	College-level	Univ./Sys - level		
1. College Promotion and Tenure Committee Chair: Each year, initiates revisions to this calendar. Reviews with chairs of department P&T committees.		CARC P&T Chair		Early November	November 07, 2017
2. College Promotion and Tenure Committee Chair: <ul style="list-style-type: none"> <li>Submits this calendar to CLT for approval and publication on the College web site. The calendar may require minor revisions when the Dean of Faculties publishes the university's official calendar in the spring.</li> </ul>		CARC P&T Chair		Late November	November 30, 2017
3. Department Heads: Constitute Department P&T Committees.	Department Head			Early December	December 07, 2017
4. College Dean: Constitute College P&T Committee.		CARC Dean		Mid December	December 21, 2017
5. Department Promotion and Tenure Committees: <ul style="list-style-type: none"> <li>Submit to their Department Heads a table that calculates each tenure-track faculty member's course and his or her mentors, documents the dates for promotion and tenure as expected.</li> <li>Submit a letter to the associate professors in the department to clarify their intentions concerning promotion. Ask associate professors to make appointments with the P&amp;T Committee if they are considering promotion.</li> <li>Give all candidates instructions for dossier. Submit list of Professor Emeritus candidates.</li> </ul>	Department P&T Committee			Late December	December 23, 2017

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6. Department Heads: Review the table sent by the Dept P&T Committee and submits that table to the College P&T Committee.	Department Head			Early January	January 5, 2018
7. College Promotion and Tenure Committee: Meet to coordinate schedules and review the tables with: <ul style="list-style-type: none"> <li>• Department Heads</li> <li>• Department P&amp;T Committee Chairs</li> <li>• Department Admin Assistants</li> <li>• Dean of College</li> </ul>		CARC P&T Committee		Mid-January	January 19, 2018
8. Department Heads: <ul style="list-style-type: none"> <li>• Send the Dean of the College a memorandum that lists all faculty who will be seeking promotion and/or tenure at this time.</li> <li>• Send a copy to the Chair of the College P&amp;T Committee</li> <li>• College P&amp;T Committee.</li> </ul>	Department Head			Late January	January 31, 2018
9. Department Promotion and Tenure Committees: Finalize peer evaluation of teaching for each faculty seeking promotion and/or tenure. This may include evaluations of course syllabi, assignments, examinations, grading methods, etc.	Department P&T Committee			Early February	February 8, 2018

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<p>10. Promotion and Tenure Candidates: DRAFT dossier and submit it to the Department Promotion and Tenure Committee and Mentors for review and comment. Dossier will include:</p> <ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Statement on Teaching</li> <li>• Statement on Creative/Research Work</li> <li>• Statement of Service</li> <li>• A portfolio of supporting material may be included for section 13.</li> </ul> <p>Submit a list of potential external reviewers to the Departmental Promotion and Tenure Committee after the Department Promotion and Tenure Committee mentor has reviewed this list and insured that they represent peer institutions. All potential external reviewers should meet basic NSF criteria for proposal reviewers. The candidate may also submit a list of individuals that should not be external reviewers.</p>	Candidate			Early March	March 8, 2018
<p>11. Department Promotion and Tenure Committees: Meet with Candidates to discuss and give feedback on DRAFT dossier.</p>	Department P&T Committee			Before Spring Break	March 15, 2018
<p>12. Promotion and Tenure Candidates: Finish 2nd DRAFT dossier and submit it to the Department Promotion and Tenure Committee and Mentors for review and comment. Should explicitly address and respond prior feedback.</p>	Candidate			After Spring Break	March 23, 2018
<p>13. Department Promotion and Tenure Committees: Meet with Candidates to discuss and give feedback on 2nd DRAFT dossier.</p>	Department P&T Committee			After Spring Break	March 30, 2018



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<p>14. Promotion and Tenure Candidates: Submit <u>FINAL</u> dossier to the Department Promotion and Tenure Committee and mentors for review and comment.</p> <p><u>FINAL</u> dossier will include:</p> <ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Statement on Teaching</li> <li>• Statement on Creative/Research Work</li> <li>• Statement of Service</li> <li>• Statement of Other Activities</li> <li>• A portfolio of supporting material may be included for Section 13.</li> </ul>	Candidate			Mid-April	April 13, 2018
<p>15. Department Promotion and Tenure Committees:</p> <ul style="list-style-type: none"> <li>• Gather Annual Reviews by the Department Head from at least the last 5 years to be included in Section 13.</li> <li>• Gather student evaluations of teaching (both subjective and objective) from all courses taught by the candidate. Objective evaluations should be accompanied by appropriate departmental averages for comparison.</li> <li>• In conjunction with the Department Head, the Department P&amp;T Committee will develop the list of external reviewers combining the candidate's recommendations with those recommended by the Department Head and the Committee. This list will not include individuals the candidate has requested should not be external reviewers.</li> <li>• Prepare and review summaries on quality &amp; appropriateness of potential external reviewers. Initiates contact with external reviewers.</li> </ul>	Department P&T Committee			Late April	April 25, 2018

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<p>16. Promotion and Tenure Candidates: Submit final updates of dossier to Department Promotion and Tenure Committees to include:</p> <ul style="list-style-type: none"> <li>• Updated Curriculum Vitae</li> <li>• Curriculum Vitae Signature Statement Updated Statements on Teaching, Creative/Research Work, Service, Other Activities Updated Portfolio of Supporting Material for section 13.</li> <li>• All external review letters solicited and received. Reviewer packets should include final curriculum vitae, candidate statements on teaching, creative work/research, and service, along with selected examples of peer reviewed materials.</li> </ul>	Candidate			Late May	May 31, 2018
<p>17. College Dean: Meets with Department Heads, Chairs of Dept. P&amp;T Committees and the College P&amp;T Committee to review list of candidates and discuss the promotion and tenure process.</p>		College Dean		August	August 13, 2018
<p>18. Department Admin Assistants and Dean's Office Representative(s) Meet with Chair of College Promotion and Tenure Committee to review University and College procedures for preparation of dossier (hard copy and pdf), biographies and photos, including number of dossiers required, etc.</p>		CARC P&T Chair		Mid-August	August 15, 2018

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19. Department Promotion and Tenure Committees: <ul style="list-style-type: none"> <li>• Prepare Dossier for University, including: Statements on Quality of Reviewers, Teaching, Creative/Scholarly Work, Service and Other Activities.</li> <li>• Letters from external reviewers</li> <li>• An <u>explicit</u> statement of whether the individual's teaching, research and service each meet or exceeds the CARC standards for effectiveness or excellence.</li> <li>• Supplement support materials, if any.</li> <li>• Summary recommendation to the Department Head. This statement must be dated and signed by all committee members.</li> </ul>	Department P&T Committee			Early October	October 05, 2018
20. Department Heads: Inform P&T Candidates of their status to date.	Department Head			<u>As soon as possible after a recommendation is made at EACH review level.</u>	
21. Promotion and Tenure Candidates: If appropriate, submit to the Department Head a final written "update" concerning any pending funding for grants, publications, exhibitions, etc.	Candidate			Mid October	October 19, 2018
22. Department Heads: Sends DOF-approved formatted dossier and recommendation to the College P&T Chair, including one paper copy and one electronic copy (PDF) for each candidate.	Department Head			Late October	October 26, 2018
23. Department Heads: Send biographical material (included summary tables and photo) to the Dean's office.	Department Head			Late October	October 31, 2018

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24. Dean's Office Staff: Send biographical material (included summary tables and photo) to the Dean of Faculties office.		Dean's Office Staff		Early November	November 7, 2018
25. College Promotion and Tenure Committee: Review package, adds committee recommendation and sends dossier to the Dean.		CARC P&T Committee		Mid November	November 14, 2018
26. Promotion and Tenure Candidates: If appropriate, submit to the Dean a final written "update" concerning any pending funding for grants, publications, exhibitions, etc.	Candidate			Late November	November 21, 2018
27. College Dean: Meets with College P&T Chair to review dossiers and the College P&T Committee recommendations.		CARC Dean		Late November	November 21, 2018
28. College Dean: Sends dossiers and recommendations to the Provost, including four (4) paper copies and one electronic copy (PDF) for each candidate. The published guidelines of the Dean of Faculties should be followed in preparation of these materials.		CARC Dean		Early December	December 5, 2018 <sup>7</sup>  *Date is subject to change pending approval of Dean of Faculties P&T calendar.
29. Provost: Meets with the College Dean to discuss College Recommendations.			Provost	Mid-January	January 18, 2019
30. Provost: Forwards recommendations to the University President.			Provost	Late January	January 31, 2019
31. University President: Forwards recommendations, as necessary, to the Board of Regents.			President	January/February	Jan.- Feb. 2019
32. Board of Regents: Reviews recommendations and makes final decision.			Board of Regents	April/May	April - May 2019
33. Tenure and promotion decisions become effective					September 1, 2019