

2009-2010 Tenure and/or Promotion Calendar

March 31, 2009	Recommended date to initiate discussions with Department Head on selection of external evaluators for Tenure and/or Promotion
June 1, 2009	Deans provide tentative list to Provost of faculty intending to apply for Tenure and/or Promotion for the 2009-2010 academic year
July 1, 2009	Deans provide final list to Provost of faculty intending to apply for Tenure and/or Promotion for the 2009-2010 academic year
August 1-30, 2009	Department Heads send material to External Reviewers
October 9, 2009	Completed Tenure and/or Promotion files submitted to Department Head and External reviews to be returned to Department Head for inclusion in binder.
October 13, 2009	Department Head transfers Tenure and/or Promotion files to Department Tenure and Promotion Committee
October 30, 2009	Department Tenure and Promotion Committee completes its assessment with recommendations and rationale to Department Head. Candidate receives Committee's report and has 3 business days to review, respond, sign and return to Department (Nov. 2-4, 2009)
November 20, 2009	Department Head completes his/her assessment and submits recommendations and rationale to Candidate. Candidate has 3 business days to review, respond, sign and return to the Department. (Nov. 23-25, 2009) Department Head sends all files to College Dean
December 16, 2009	College Dean sends completed Tenure and/or Promotion assessment with recommendation and rationale to the Candidate (copy to Department Head). Candidate has three days to review, respond, sign and return to dean (Dec. 16-18, 2009)
December 23, 2009	Entire Tenure and/or Promotion dossier forwarded to the Provost with recommendations (see checklist to ensure all necessary information is included)
January 4, 2010	Provost begins scheduling meetings with Deans and candidates for Tenure and/or Promotion review
March 12, 2010	Tenure and/or Promotion decision of Provost finalized and faculty are notified by Provost of the recommendations and with copy to Dean, Department Head
March 29, 2010	Deans send Personnel Action forms for Tenure and/or Promotion to Provost
March 31, 2010	Recommended date to initiate discussions with Department Head on selection of external evaluators for Promotion and Tenure
May 2010	Board of Governors acts on positive promotion and tenure recommendations. (Note: Negative recommendations are not forwarded to the Board. If a tenure decision is negative, the Provost issues a termination memo. A Personnel Action Form terminating the faculty member is required during his or her last year; at that point, the Board acts on the termination.)