

2015-2016 Tenure & Promotion Calendar

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| Oct 1 | Date requested of external reviewers for returning their reviews (tenure and/or promotion). | |
| Oct 15 | <p>Latest date</p> <ul style="list-style-type: none"> • for Department chair to convene the first meeting of the department tenure committee (DTC) and/or the department promotion committee (DPC). • to submit tenure and/or promotion file to department office no later than 5 p.m.. • to request stopping the tenure clock. | |
| Oct 23 | Latest date for secondary DTC and department chairs to inform faculty member of recommendation. | |
| Oct 27 | Latest date for faculty member to inform secondary DTC or department chair, in writing, of appeal. | |
| Nov 2 | Latest date for recommendations from secondary DTCs, DPCs and department chairs to be submitted to candidate's home department. | |
| Nov 16 | Latest date for DTC and/or DPC to inform faculty member of recommendation | |
| Nov 19 | Latest date for faculty member to inform DTC and/or DPC, in writing, of appeal. | |
| Dec 2 | <p>Latest date for</p> <ul style="list-style-type: none"> • the dean to convene the first meeting of the college promotion committee (CPC). • DTC and/or DPC recommendations, together with supporting data, to be presented to the department chair and, for promotion, to the CPC. | Promotion Only |
| Jan 11 | Latest date for department chair to inform faculty member of recommendation. | |
| Jan 11 | Latest date for the CPC to inform faculty member of recommendation | Promotion Only |
| Jan 15 | Latest date for faculty member to inform chair or CPC, in writing, of appeal. | |
| Jan 22 | Latest date for DTC, DPC, and/or CPC recommendations, with the separate recommendations of the chair appended, together with supporting data, to be presented to the dean. | |

- Feb 22 Latest date for the dean to inform faculty member of recommendation
- Feb 26 Latest date for the faculty member to inform dean, in writing, of appeal.
- March 4 Latest date for the dean to present the recommendations of the DTCs and/or DPCs, the CPC (for promotion), and the chairs, with the deans' separate recommendations appended, and with the tenure and/or promotion checklist, to the provost. All supporting material submitted by a faculty member shall be held in, or returned to, the office of the dean until the final recommendations are submitted to the Board of Trustees, and, at that time, shall be returned to the faculty member. At the time the promotion/tenure recommendations are forwarded from the dean's office to the provost, all of the supporting material shall be included for each faculty member where the dean has overturned any of the preceding decisions. In addition, a faculty member who requests an appeal hearing with the provost may also request that the supporting material be forwarded to the provost's office for review prior to the scheduled hearing
- April 22 Latest date for the provost to inform faculty member of recommendation.
- April 26 Latest date for the faculty member to inform provost, in writing, of appeal.
- May 23 Latest date for the provost to inform the candidate of final recommendation
- In May The recommendations of the provost shall be submitted to the Board of Trustees, to be acted upon at its next regularly scheduled meeting, which shall be held no later than July 31. For fiscal-year appointments, tenure will be effective July 1. For academic-year appointments, tenure will be effective at the beginning of the fall semester.

Key dates for 2016/2017 T & P Cycle

Jan 15 2016

Latest date for department chair to notify faculty members of eligibility for tenure and/or promotion review in 2014-15. Prep 2016-17

February 1 2016

Latest date for faculty desiring early tenure or promotion review to notify the department chair who, in turn, shall inform the department tenure or promotion committee.

Feb 15 2016

Latest date for the candidate, DTC, DPC, or department chair to call for external review (in academic year preceding final tenure review or promotion review for traditionally-ranked faculty)

March 15 2016

Latest date for candidate and DTC or DPC to submit list of external evaluators to the department chair (tenure and/or promotion).

April 15 2016

Latest date for department chair to solicit external review.

April 15 2016

Latest date for candidate to present external review process materials to the department chair

August 15 2016

If applicable, latest date for the department chair to send materials to the external reviewers

Oct 15 2016

Last day to request for stopping the tenure clock