

APPENDIX F
TENURE AND PROMOTION TIMETABLES

Table F.1: External Review for Tenure Timetable:

<p>In the academic year preceding the candidate’s final review: February 15¹</p> <p>February 15, 2022 February 15, 2023 February 15, 2024 February 15, 2018 February 15, 2019 February 15, 2020</p>	<p>The latest date for the candidate, the DTC, or the department chair to call for external review.</p>
<p>In the academic year preceding the candidate’s final tenure review: March 15¹</p> <p>March 15, 2022 March 15, 2023 March 15, 2024 March 15, 2018 March 15, 2019 March 17, 2020</p>	<p>Latest date for the candidate and DTC to submit the list of external evaluators to the department chair.</p>
<p>In the academic year preceding the candidate’s final tenure review: April 15¹</p> <p>April 15, 2022 April 17, 2023 April 15, 2024 April 16, 2018 April 15, 2019 April 15, 2020</p>	<p>Latest date for the department chair to solicit external reviewers, and for the candidate to present materials for the external review process to the department chair.</p>
<p>In the summer preceding the candidate’s final tenure review: August 15¹</p> <p>August 15, 2022 August 15, 2023 August 15, 2024 August 15, 2018</p>	<p>Latest date for the department chair to send materials to the external reviewers.</p>

WMU to WMUAAUP

v.1

May 27, 2021

August 15, 2019 August 15, 2020	
In the academic year of the candidate's final tenure review: October 1¹ October 3, 2022 October 2, 2023 October 1, 2024 October 2, 2018 October 1, 2019 October 1, 2020	Date requested of external reviewers for returning their reviews.

¹In the event that a contractually-specified date in the above timetable falls on a weekend, a University holiday, during semester recess, or during a university closure due to inclement weather, that due date shall move forward to the next scheduled work day.

Table F.2: Tenure Timetable:

<p>January 15²</p> <p>January 17, 2022 January 16, 2023 January 15, 2024 January 15, 2018 January 15, 2019 January 15, 2020</p>	<p>Latest date for department chair to notify faculty members of eligibility for tenure consideration in the next academic year.</p>
<p>February 1²</p> <p>February 1, 2022 February 1, 2023 February 1, 2024 February 1, 2018 February 1, 2019 February 1, 2020</p>	<p>Latest date for faculty desiring an early tenure review to notify their department chair who in turn shall inform the department tenure committee (DTC).</p>
<p>In the academic year preceding the candidate's final review: February 15</p> <p>February 15, 2022 February 15, 2023 February 15, 2024 February 15, 2018 February 15, 2019 February 15, 2020</p>	<p>If applicable, the latest date for the candidate, the DTC, or the department chair to call for external review</p>
<p>In the academic year preceding the candidate's final tenure review: March 15</p> <p>March 15, 2022 March 15, 2023 March 15, 2024 March 15, 2018 March 15, 2019 March 17, 2020</p>	<p>If applicable, latest date for the candidate and DTC to submit the list of external evaluators to the department chair.</p>

<p>In the academic year preceding the candidate's final tenure review: April 15</p> <p>April 15, 2022 April 17, 2023 April 15, 2024 April 16, 2018 April 16, 2019 April 15, 2020</p>	<p>If applicable, latest date for the department chair to solicit external reviewers, and for the candidate to present materials for the external review process to the department chair.</p>
<p>In the summer immediately preceding the candidate's final tenure review: August 15</p> <p>August 15, 2022 August 15, 2023 August 15, 2024 August 15, 2018 August 15, 2019 August 15, 2020</p>	<p>If applicable, latest date for the department chair to send materials to the external reviewers.</p>
<p>In the academic year of the candidate's final tenure review: October 1</p> <p>October 1, 2021 October 3, 2022 October 2, 2023 October 2, 2017 October 1, 2018 October 1, 2019</p>	<p>If applicable, date requested of external reviewers for returning their reviews.</p>
<p>October 15²</p> <p>October 15, 2021 October 17, 2022 October 16, 2023</p> <p>October 16, 2017 October 15, 2018 October 15, 2019</p>	<p>Latest date for department chair to convene the first meeting of the DTC.</p>

<p>October 15²</p> <p>October 15, 2021 October 17, 2022 October 16, 2023 October 15, 2017 October 15, 2018 October 15, 2019</p>	<p>Latest date for faculty member to submit tenure file to department chair.</p>
<p>October 23²</p> <p>October 25, 2021 October 24, 2022 October 23, 2023 October 24, 2017 October 23, 2018 October 23, 2019</p>	<p>Latest date for secondary DTC and department chairs to inform faculty member of recommendation.</p>
<p>Two business days after notification deadline above</p> <p>October 27, 2021 October 26, 2022 October 25, 2023 October 27, 2017 October 26, 2018 October 28, 2019</p>	<p>Latest date for faculty member to inform secondary DTC or department chair, in writing, of intent to appeal.</p>
<p>November 1²</p> <p>November 1, 2021 November 1, 2022 November 1, 2023 November 1, 2017 November 1, 2018 November 1, 2019</p>	<p>Latest date for recommendations from secondary DTCs and department chairs to be submitted to the home department of the candidate.</p>
<p>November 15²</p> <p>November 15, 2021 November 15, 2022 November 15, 2023 November 15, 2017 November 15, 2018 November 15, 2019</p>	<p>Latest date for DTC to inform faculty member of recommendation.</p>

<p>Three business days after notification deadline above</p> <p>November 18, 2021 November 18, 2022 November 20, 2023 November 20, 2017 November 20, 2018 November 20, 2019</p>	<p>Latest date for faculty member to inform DTC, in writing, of intent to appeal.</p>
<p>December 1²</p> <p>December 1, 2021 December 1, 2022 December 1, 2023 December 1, 2017 December 3, 2018 December 2, 2019</p>	<p>Latest date for DTC recommendations, together with supporting data, to be presented to the department chair.</p>
<p>Monday, 1st Week, Spring Semester</p> <p>January 10, 2022 January 9, 2023 January 8, 2024 January 8, 2018 January 7, 2019 January 6, 2020</p>	<p>Latest date for department chair to inform faculty member of recommendation.</p>
<p>Friday, 1st Week, Spring Semester</p> <p>January 14, 2022 January 13, 2023 January 12, 2024 January 12, 2018 January 11, 2019 January 10, 2020</p>	<p>Latest date for faculty member to inform chair, in writing, of intent to appeal.</p>
<p>Friday, 2nd Week, Spring Semester</p> <p>January 21, 2022 January 20, 2023 January 19, 2024 January 19, 2018 January 18, 2019 January 17, 2020</p>	<p>Latest date for DTC recommendations, with the separate recommendations of the chair appended, together with supporting data, to be presented to the dean.</p>

<p>Monday, 7th Week, Spring Semester</p> <p>February 21, 2022 February 20, 2023 February 19, 2024 February 19, 2018 February 18, 2019 February 17, 2020</p>	<p>Latest date for the dean to inform faculty member of recommendation.</p>
<p>Friday, 7th Week, Spring Semester</p> <p>February 25, 2022 February 24, 2023 February 23, 2024 February 23, 2018 February 22, 2019 February 21, 2020</p>	<p>Latest date for the faculty member to inform dean, in writing, of intent to appeal.</p>
<p>Monday, 9th Week, Spring Semester</p> <p>March 7, 2022 March 6, 2023 March 4, 2024 March 1, 2018 March 1, 2019 March 2, 2020</p>	<p>Latest date for the dean to present the recommendations of the DTC, and the chair, with the dean's separate recommendations appended, and with the tenure 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 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.</p>
<p>April 15²</p> <p>April 15, 2022 April 17, 2023 April 15, 2024 April 16, 2018 April 15, 2019 April 15, 2020</p>	<p>Latest date for the provost to inform faculty member of recommendation.</p>

<p>Three business days after notification deadline above</p> <p>April 20, 2022 April 20, 2023 April 18, 2024 April 20, 2018 April 19, 2019 April 21, 2020</p>	<p>Latest date for the faculty member to inform provost, in writing, of intent to appeal. 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.</p>
<p>May 20²</p> <p>May 20, 2022 May 22, 2023 May 20, 2024 May 21, 2018 May 20, 2019 May 20, 2020</p>	<p>Latest date for the provost to inform the candidate of final recommendation.</p>
<p>May</p>	<p>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.</p>

² In the event that a contractually-specified date in the above timetable falls on a weekend, a University holiday, during semester recess, or during a university closure due to inclement weather, that due date shall move forward to the next scheduled work day.

Table F.3: External Review for Promotion Timetable:

<p>In the academic year preceding the candidate’s promotion review: February 15³</p> <p>February 15, 2022 February 15, 2023 February 15, 2024 February 15, 2018 February 15, 2019 February 15, 2020</p>	<p>The latest date for the candidate, the DPC, or the department chair to call for external review</p>
<p>In the academic year preceding the candidate’s promotion review: March 15³</p> <p>March 15, 2022 March 15, 2023 March 15, 2024 March 15, 2018 March 15, 2019 March 17, 2020</p>	<p>Latest date for the candidate and DPC to submit the list of external evaluators to the department chair.</p>
<p>In the academic year preceding the candidate’s promotion review: April 15³</p> <p>April 15, 2022 April 17, 2023 April 15, 2024 April 16, 2018 April 15, 2019 April 15, 2020</p>	<p>Latest date for the department chair to solicit external reviewers, and for the candidate to present materials for the external review process to the department chair.</p>
<p>In the summer preceding the candidate’s promotion review: August 15³</p> <p>August 15, 2022 August 15, 2023 August 15, 2024 August 15, 2018 August 15, 2019 August 15, 2020</p>	<p>Latest date for the department chair to send materials to the external reviewers.</p>
<p>In the academic year of the</p>	<p>Date requested of external reviewers for</p>

WMU to WMUAAUP

v.1

May 27, 2021

candidate's promotion review: October 1³ October 3, 2022 October 2, 2023 October 1, 2024 October 2, 2017 October 1, 2018 October 1, 2019	returning their reviews.
---	--------------------------

³In the event that a contractually-specified date in the above timetable falls on a weekend, a University holiday, during semester recess, or during a university closure due to inclement weather, that due date shall move forward to the next scheduled work day.

Table F.4: Promotion Timetable:

<p>January 15⁴</p> <p>January 17, 2022 January 16, 2023 January 15, 2024 January 15, 2018 January 15, 2019 January 15, 2020</p>	<p>Latest date for department chair to notify faculty members of eligibility for promotion consideration in the next academic year.</p>
<p>February 1⁴</p> <p>February 1, 2022 February 1, 2023 February 1, 2024 February 1, 2018 February 1, 2019 February 1, 2020</p>	<p>Latest date for faculty desiring an early promotion review to notify their department chair who in turn shall inform the department promotion committee (DPC).</p>
<p>In the academic year preceding the candidate's promotion review: February 15</p> <p>February 15, 2022 February 15, 2023 February 15, 2024 February 15, 2018 February 15, 2019 February 15, 2020</p>	<p>If applicable, the latest date for the candidate, the DPC, or the department chair to call for external review.</p>
<p>In the academic year preceding the candidate's promotion review: March 15</p> <p>March 15, 2022 March 15, 2023 March 15, 2024 March 15, 2018 March 15, 2019 March 17, 2020</p>	<p>If applicable, latest date for the candidate and DPC to submit the list of external evaluators to the department chair.</p>

<p>In the academic year preceding the candidate's promotion review: April 15</p> <p>April 15, 2022 April 17, 2023 April 15, 2024 April 16, 2018 April 15, 2019 April 15, 2020</p>	<p>If applicable, latest date for the department chair to solicit external reviewers, and for the candidate to present materials for the external review process to the department chair.</p>
<p>In the summer immediately preceding the candidate's promotion review: August 15</p> <p>August 15, 2022 August 15, 2023 August 15, 2024 August 15, 2018 August 15, 2019 August 15, 2020</p>	<p>If applicable, latest date for the department chair to send materials to the external reviewers.</p>
<p>In the academic year of the candidate's promotion review: October 1</p> <p>October 1, 2021 October 3, 2022 October 2, 2023 October 2, 2017 October 1, 2018 October 1, 2019</p>	<p>If applicable, date requested of external reviewers for returning their reviews.</p>
<p>October 15⁴</p> <p>October 15, 2021 October 17, 2022 October 16, 2023 October 16, 2017 October 15, 2018 October 15, 2019</p>	<p>Latest date for department chair to convene the first meeting of the DPC.</p>

<p>October 15⁴</p> <p>October 15, 2021 October 17, 2022 October 16, 2023 October 16, 2017 October 15, 2018 October 15, 2019</p>	<p>Latest date for faculty member to submit promotion file to department chair.</p>
<p>October 23⁴</p> <p>October 25, 2021 October 24, 2022 October 23, 2023 October 24, 2017 October 23, 2018 October 23, 2019</p>	<p>Latest date for secondary DPCs and department chairs to inform faculty member of recommendation.</p>
<p>Two business days after notification deadline above</p> <p>October 27, 2021 October 26, 2022 October 25, 2023 October 27, 2017 October 26, 2018 October 28, 2019</p>	<p>Latest date for faculty member to inform secondary DPC or department chair, in writing, of intent to appeal.</p>
<p>November 1⁴</p> <p>November 1, 2021 November 1, 2022 November 1, 2023 November 1, 2017 November 1, 2018 November 1, 2019</p>	<p>Latest date for recommendations from secondary DPCs and department chairs to be submitted to the home department of the candidate.</p>
<p>November 15⁴</p> <p>November 15, 2021 November 15, 2022 November 15, 2023 November 15, 2017 November 15, 2018 November 15, 2019</p>	<p>Latest date for DPC to inform faculty member of recommendation.</p>

<p>Three business days after notification deadline above</p> <p>November 18, 2021 November 18, 2022 November 20, 2023 November 20, 2017 November 20, 2018 November 20, 2019</p>	<p>Latest date for faculty member to inform DPC, in writing, of intent to appeal.</p>
<p>December 1⁴</p> <p>December 1, 2021 December 1, 2022 December 1, 2023 December 1, 2017 December 3, 2018 December 2, 2019</p>	<p>Latest date for DPC recommendations, together with supporting data, to be presented to the department chair and to the college promotion committee (CPC).</p> <p>Latest date for the dean to convene the first meeting of the CPC.</p>
<p>Monday, 1st Week, Spring Semester</p> <p>January 10, 2022 January 9, 2023 January 8, 2024 January 8, 2018 January 7, 2019 January 6, 2020</p>	<p>Latest date for department chair to inform faculty member of recommendation.</p> <p>Latest date for CPC to inform faculty member of recommendation.</p>
<p>Friday, 1st Week, Spring Semester</p> <p>January 14, 2022 January 13, 2023 January 12, 2024 January 12, 2018 January 11, 2019 January 10, 2020</p>	<p>Latest date for faculty member to inform chair or CPC, in writing, of intent to appeal.</p>
<p>Friday, 2nd Week, Spring Semester</p> <p>January 21, 2022 January 20, 2023 January 19, 2024 January 19, 2018 January 18, 2019 January 17, 2020</p>	<p>Latest date for DPC and CPC recommendations, with the separate recommendations of the chair appended, together with supporting data, to be presented to the dean.</p>

<p>Monday, 7th Week, Spring Semester</p> <p>February 21, 2022 February 20, 2023 February 19, 2024 February 19, 2018 February 18, 2019 February 17, 2020</p>	<p>Latest date for the dean to inform faculty member of recommendation.</p>
<p>Friday, 7th Week, Spring Semester</p> <p>February 25, 2022 February 24, 2023 February 23, 2024 February 23, 2018 February 22, 2019 February 21, 2020</p>	<p>Latest date for the faculty member to inform dean, in writing, of intent to appeal.</p>
<p>Monday, 9th Week, Spring Semester</p> <p>March 7, 2022 March 6, 2023 March 4, 2024 March 1, 2018 March 1, 2019 March 2, 2020</p>	<p>Latest date for the dean to present the recommendations of the DPC, CPC, and the chair, with the dean’s separate recommendations appended, and with the 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 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.</p>
<p>April 15⁴</p> <p>April 15, 2022 April 17, 2023 April 15, 2024 April 16, 2018 April 15, 2019 April 15, 2020</p>	<p>Latest date for the provost to inform faculty member of recommendation.</p>

<p>Three business days after notification deadline above</p> <p>April 20, 2022 April 20, 2023 April 18, 2024 April 20, 2018 April 19, 2019 April 21, 2020</p>	<p>Latest date for the faculty member to inform the provost, in writing, of intent to appeal. 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.</p>
<p>May 20⁴</p> <p>May 20, 2022 May 22, 2023 May 20, 2024 May 21, 2018 May 20, 2019 May 20, 2020</p>	<p>Latest date for the provost to inform the candidate of final recommendation.</p>
<p>May</p>	<p>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, promotion will be effective July 1. For academic-year appointments, promotion will be effective at the beginning of the fall semester.</p>

⁴In the event that a contractually-specified date in the above timetable falls on a weekend, a University holiday, during semester recess, or during a university closure due to inclement weather, that due date shall move forward to the next scheduled work day.

Tentative Agreement

WMU: *Kang Man Beon*

WMU-AAUP: *Anthony DeLuca*

Date: May 27, 2021

Date: May 27, 2021