**TENURE AND PROMOTION CALENDAR**

**AA/PPS 04.02.20**

**2020-2021 ACADEMIC YEAR**

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| **DATE DUE** | **DUE FROM** | **DUE TO** | **DESCRIPTION** |
| **9/11** | CHAIR/DIRECTOR | PERSONNEL COMMITTEE, DEAN | Submit list of Tenure and Promotion candidates |
| **9/18** | DEAN | PROVOST  | Submit list of Tenure and Promotion candidates |
| **10/9** | FACULTY | CHAIR/DIRECTOR | Complete Tenure and Promotion files submitted. Faculty who do not submit material by October 11 will not be considered during the cycle. |
| **11/6** | CHAIRS/DIRECTORS VIA DEANS | PROVOST  | Names of nominees for College Review Groups and Outside College Review Groups |
| **11/13** | PERSONNEL COMMITTEE | CHAIR/DIRECTOR | The Personnel Committee will have reviewed each candidate’s application and documentation, voted and submitted recommendations to the chair/director. |
| **11/23** | PROVOST  | FACULTY | Notify those selected for College Review Groups and Outside College Review Groups |
| **12/1** | CHAIR/DIRECTOR | DEAN | Submit Tenure and Promotion recommendations |
| **Within 3 class days of decisions** | CHAIRS/DIRECTORS | CANDIDATES DENIED BY PERSONNEL COMMITTEE AND CHAIR/DIRECTOR | Notification to Tenure and Promotion candidates whose applications were denied by both Personnel Committee and Chair/Director |
| **2/1** | COLLEGE REVIEW GROUP AND DEANS | PROVOST  | The College Review Group and Dean will have completed the review of all candidates, and the Dean will submit his/her recommendations, along with those of the Review Group, to the Provost with 2 complete sets of materials, including tracking forms and summary sheets for all eligible faculty |
| **Within 3 class days of decisions** | DEAN | CANDIDATES DENIED BY COLLEGE REVIEW GROUP AND DEAN | Notification to Tenure and Promotion candidates whose applications were denied by both College Review Group and Dean |

2020-2021 Tenure and Promotion Calendar

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| **DATE DUE** | **DUE FROM** | **DUE TO** | **DESCRIPTION** |
| **2/5** | PROVOST  | PRESIDENT | Forward Tenure and Promotion files |
| **4/9** | PRESIDENT | PROVOST | Forward Tenure and Promotion recommendations |
| **4/30** | PROVOST  | ELIGIBLE FACULTY | Notification of President’s Tenure and Promotion recommendation to the Board of Regents |
| **5/3** | CHAIR/DIRECTOR | FACULTY AND DEAN | List of faculty members eligible for consideration in 2021-2022 Tenure and Promotion process |
| **5/28** | PROVOST  | FACULTY | Notification of Board of Regents action on Tenure and Promotion recommendations  |
| **6/1** | PROVOST  |  | Publish Tenure and Promotion calendar for the academic year  |
| **6/1** | ELIGIBLE FACULTY | CHAIR/DIRECTOR | Notification, in writing, of intent to apply for Tenure and/or Promotion. Faculty who fail to inform the chair by June 1 will not be considered in the year’s cycle. |

Revised 6/20