

Rank & Tenure Calendar

PLEASE NOTE. The calendar (effective July 1, 2000) makes meeting deadlines critical. If a candidate for review anticipates a delay in the submission of evaluation materials, then the Provost should be notified in writing prior to the calendar deadline. The Provost will negotiate a mutually agreed upon submission date and inform the department chair or program chair, dean, and the Rank and Tenure Committee.

The Rank and Tenure Committee, Provost, and President will endeavor to complete their work consistent with the schedule outlined in the calendar. These dates should not be interpreted as guaranteed by the candidates. Therefore, a missed deadline by Rank and Tenure Committee, Provost, or President is not an event subject to the Grievance (Section 2.16). The President will notify candidates in writing of any significant delay in the decision process.

On or before:

June 15 (a) Draft Rank and Tenure Roster is distributed.

(b) Rank and Tenure chair reminds faculty, department chairs/program directors and deans of the due dates of the impending reviews and the pertinent review dates under interim review by the Rank and Tenure Committee.

September 1 (a) Final Rank and Tenure Roster is distributed.

(b) Rank and Tenure chair gives a list of candidates to the Student Rank and Tenure Evaluation Committee, which initiates the Student Rank and Tenure process.

(c) Rank and Tenure chair reminds all faculty that letters of evaluation for candidates for promotion to Professor or tenure are due no later than December 15.

(d) All candidates to be considered by the Rank and Tenure Committee for interim review, except for pre-Professor, must submit self evaluations, together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors.

September 30 Chairs/Program Directors submit letters of evaluation for candidates undergoing a third (3rd) year interim review.

October 15 (a) All candidates to be considered by the Rank and Tenure Committee for promotion, tenure, or pre-Professor review must submit Form A together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors.

(b) Chairs/Program Directors submit letters of evaluation for candidates undergoing a fourth (4th) or fifth (5th) year interim review.

November 1 (a) Deans submit letters of evaluation for all candidates for interim review to the Rank and Tenure chair.

(b) Rank and Tenure chair circulates to the faculty a list of complete/incomplete interim review files.

- December 1 Chairs/Program Directors submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.
- (continued)
- December 15 (a) Deans submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.
- (b) Faculty submit letters of evaluation of candidates for promotion to Professor or tenure to the Rank and Tenure chair.
- (c) The Rank and Tenure chair sends letters to all faculty undergoing interim review. A copy of this letter is also sent to the Provost.
- (d) Rank and Tenure chair circulates to the faculty a list of complete/incomplete promotion, tenure, or pre-Professor review files.
- January 15 (a) The Provost sends letters to all faculty who were under interim review regarding renewal/non-renewal of contracts.
- (b) Student Rank and Tenure Evaluation Committee submit letters of evaluation of candidates for promotion and/or tenure.
- March 15 The Rank and Tenure chair sends letters to candidates for tenure. A copy of this letter is also sent to the Provost.
- April 1 The Provost sends letters of recommendation of candidates for tenure to the President.
- May 1 (a) The President sends out letters to candidates for tenure.
- (b) The Rank and Tenure chair sends out letters to candidates for promotion and pre-Professor review. A copy of this letter is also sent to the Provost.
- May 15 (a) The Provost sends letters of recommendation of candidates for promotion to the President.
- (b) The Provost sends letters to faculty subject to pre-Professor review.
- May 31 The President sends letters to candidates for promotion.