

Rank & Tenure Calendar

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.

July 15

(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.

August 15

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

September 15

Chairs/Program Directors submit letters of evaluation (Form B) for all candidates undergoing interim review, third, fourth or fifth year reviews.

October 1-20

Deans letters submit letters of evaluation & Faculty submit letters of support and peer teaching observation letters for all candidates for interim reviews to the Rank and Tenure chair as follows:

By October 1	Third Year Interim Review Letter
By October 10	Fourth Year Interim Review Letter
By October 20	Fifth year Interim Review Letter

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) 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 (Form B) of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.
- December 15 (a) Rank and Tenure letters of evaluation sent to candidates who underwent interim reviews in Fall. A copy of this letter is sent to the Provost.
- (b) Faculty submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review.
- January 15 (a) Deans submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.
- (b) Rank and Tenure chair circulates to the faculty a list of complete/incomplete promotion, tenure, or pre-Professor review files.
- (c) The Provost sends letters to all faculty who were under interim review regarding renewal/non-renewal of contracts with copies to dean and chair/program director
- (d) 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 and for tenure concurrent with promotion. A copy of this letter is also sent to the Provost. The Provost informs candidates for whom s/he is considering a negative recommendation of that fact.
- April 1 The Provost sends letters of recommendation of candidates for tenure and for tenure concurrent with promotion to the President.
- May 1 (a) The President sends out letters to candidates for tenure and tenure concurrent with promotion.
- (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.
- June 1 The President sends letters to candidates for promotion.