

Tenure and Promotion Calendar for 2019-2020 Candidates

January 25, <b>2019</b>	Provost Office notifies Deans/Directors of candidates scheduled to be considered for tenure and promotion for AY 2019-2020.  <i>All schools and colleges are required to submit their tenure and promotion policies and procedures to the Office of the Provost for approval.</i>
March 1	Deadline for faculty to declare to Dean/Director intention to be reviewed for <b>promotion</b> during AY 2019-2020. Deadline for faculty to declare to Dean/Director intention to be considered for early tenure review in AY 2019-2020 (requires approval by Provost via the Office of Faculty Affairs).
March 29	Dean/Director submits final list of their tenure and promotion candidates to the Provost Office.
August 23	Candidate submits dossier to Department Head.
November 4	Departmental committee review completed. Candidate dossier and Departmental committee report forwarded to the Department Head.
December 2	Department Head review completed. Departmental committee and Department Head reports forwarded to candidate.
December 9	Candidate provides written acknowledgement of receipt of Departmental committee's and Department Head's reports. Candidate forwards any written comments addressing contents of reports to the Department Head. Candidate's acknowledgement and written comments become part of the official dossier.
December 16	Department Head forwards candidate's official dossier to Dean/Director.
January 6, <b>2020</b>	College/School review completed. Dean forwards College/School committee's report and the Dean's report to candidate.
January 20	Candidate provides written acknowledgement of receipt of College/School committee's and Dean's reports. Candidate forwards any written comments addressing contents of reports to the Dean. Candidate's acknowledgement and written comments become part of the official dossier.
January 27	Dean/Director forwards candidate's official dossier electronically to the Provost via SharePoint.
January 31	Tenure/Promotion documents made available to University Tenure and Promotion Committee.

Between February 9-16	University Tenure and Promotion Committee meeting.
By April 10	Provost presents his/her recommendations for tenure and/or promotion to the President and informs Deans/Directors of recommendations.
Second full week of April	Provost informs candidates of the President's and the Provost's recommendations for tenure and/or promotion.
May meeting	Academic Affairs Committee of the Board of Trustees reviews tenure cases.
May meeting	Board of Trustees consider Tenure cases.
First week of June	Provost notifies candidates in writing of the actions of the Board of Trustees.

**Please note:** These dates are subject to change.