

2018-2019 Timeline for Tenure and Promotion Application Process

February 1, 2018 – March 1, 2018	<ul style="list-style-type: none"> Faculty member discusses possible application for promotion and/or tenure in Fall and, if (s)he decides to go forward, discusses list of potential external reviewers with Chair.
April 1, 2018	<ul style="list-style-type: none"> Faculty candidate attends one of the campus- sponsored workshops organized by the Provost’s Office.
April 15, 2018	<ul style="list-style-type: none"> Faculty member consults with Chair to finalize list of external reviewers.
May 15, 2018 – May 31, 2018	<ul style="list-style-type: none"> Faculty member completes updating of CV and personal narrative to be used by Chair for soliciting letters from external reviewers. Chair sends requests for letters to external reviewers with requested return date of August 1.
July 1, 2018	<ul style="list-style-type: none"> Faculty member completes first draft of all sections of the dossier and provides to Chair for review and feedback. Review may include Chair and other senior faculty as designated by the Chair.
August 1, 2018	<ul style="list-style-type: none"> First round of edits and comments are returned to the candidate, who meets with the Chair, mentor(s) and Glen Mapes to review and make revisions.
August 15, 2018	<ul style="list-style-type: none"> Second draft of dossier is returned to Chair and Glen Mapes for additional editing and formatting.
September 1, 2018	<ul style="list-style-type: none"> Dossier is distributed to department faculty for preliminary feedback.
September 15, 2018	<ul style="list-style-type: none"> Comments and edits from department faculty are returned to the candidate for final editing.
October 15, 2018	<ul style="list-style-type: none"> Department vote and final dossiers due.
November 1, 2018	<ul style="list-style-type: none"> Dossiers due to Glen Mapes in Human Resources.
November 15, 2018	<ul style="list-style-type: none"> College P&T committee reviews dossiers and provides feedback to Dean by December 1.
December 15, 2019	<ul style="list-style-type: none"> Dean reviews candidate dossiers and writes letter.
January 15, 2019	<ul style="list-style-type: none"> Dossiers due on campus for University Level review.