

## Schedule for Promotion and Tenure for 2008-2009

- 2008 Fall Semester Faculty requests for consideration of promotion and tenure must be received by the schedules established in each college but no later than the dates shown below. Promotion and tenure review actions must be initiated by the faculty member. Guidelines are found in the current Faculty Handbook (section 2.8 for promotion, 2.9 for tenure).
- The faculty requesting tenure or promotion are required to present a portfolio for review. Portfolio guidelines are available from the Department Chair or Dean. The review process and timeline is outlined below.
- Oct 24, 2008 Portfolios submitted to the Department Chair.
- Oct 27-  
Nov 21, 2008 Evaluation at the departmental level, including personal interviews, should be completed. Chairperson's recommendation is submitted to the Dean.
- Nov 21, 2008 Faculty Council's (or other advisory faculty) independent recommendation on promotion and tenure actions must be completed and forwarded to the Dean.
- All evaluation procedures at the College level should be completed including personal interviews with the Dean.
- Nov 28, 2008 Deans must inform candidates for promotion and tenure of their decision to recommend or not recommend the action. Faculty are advised that they may appeal the Dean's decision to the Provost on or before January 18, 2009.
- Dec 10, 2008 Deans forward the faculty member's promotion and/or tenure portfolio and recommendations to the Provost along with the faculty council recommendations. These recommendations must include sufficient documentation to permit adequate review by the Administration and Board. Tenure requests must include department and college documentation regarding the need for the position.
- Jan 16, 2009 Last day for faculty appeal of Dean's recommendation to the Provost for promotion and tenure decisions.
- Jan 2009 Provost informs the Deans of decision on promotion and tenure recommendations and forwards recommendations to the President for review and recommendation to the Board. All tenure recommendations (positive or negative) are forwarded to the Board. The Board reviews only positive promotion recommendations.
- Jan 2009 Provost reviews promotion and tenure recommendations with the Academic Affairs Committee.
- Jan 29, 2009 The Board of Trustees will meet to review and act on promotion and tenure recommendations.
- Following the Board Meeting the Provost will inform those being considered for promotion and tenure, by letter, of the action in their cases.