

# PROMOTION/TENURE ACTIVITY SCHEDULE

## Fall 2016

Office of the Provost

(This schedule is subject to change or modification as necessary.)

The following schedule has been arranged to allow as much time as possible for appropriate procedures in each stage of the process. Committees and individuals must keep this in mind as deliberations occur. Each applicant should be informed by each committee chair or individual of the recommendation at each step in the promotion process whether it is positive or negative. Please refer to Guidelines for the Tenure and Promotion Process approved by your respective college.

Each Recommendation for Promotion in Rank form indicating a recommendation for or against promotion should be dated by day and month in the space provided below the signature line. Your cooperation is requested and appreciated.

### **DEADLINES**

After the end of Summer sessions and no later than (NLT) September 23	Chair should notify departmental members who wish to be considered for promotion, who are being recommended for promotion by their chair or those in their sixth year of probationary tenure-track status to begin preparing their files. Chair and dean conduct elections of college, departmental and university promotion/tenure committees. Candidates for promotion and/or tenure forward completed files to department chair.
NLT September 30	Department chair forwards promotion and tenure files to chair of departmental promotion and/or tenure committee.
NLT October 7	Chair of departmental promotion and/or tenure committee forwards files and recommendations to the department chair.
NLT October 14	Department chair forwards promotion and/or tenure files and recommendations to dean of college. Dean of college forwards files to chair of the college promotion and/or tenure committee.
NLT October 28	Chair of the college promotion and/or tenure committee forwards files and recommendations to the dean of the college.
NLT November 11	Dean of college forwards promotion and/or tenure files and recommendations to the provost.
NLT December 16	Provost forwards appealed promotion files and recommendations to university appeals committee, if necessary. Additional promotion and tenure files and recommendations are forwarded to the president.
NLT January 20, 2017	University appeals committee forwards appealed promotion files and recommendations to the president.