

PROMOTION/TENURE ACTIVITY SCHEDULE

Fall 2019

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 27

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 October 4

Department chair forwards promotion and tenure files to chair of departmental promotion and/or tenure committee.

NLT October 11

Chair of departmental promotion