

Office of the Provost
(This schedule is subject to change or modification as necessary)

Before the end of Spring semester and no later than (NLT) June 6	Department Chairs should notify faculty members who wish to be considered for promotion or those in their sixth year of probationary tenure-track status to begin preparing their E-Portfolio.
NLT August 26	Department Chair and Dean conduct elections of college & departmental tenure & promotion committees.
NLT August 29	Candidates for tenure and/or promotion submit completed E-Portfolio to Blackboard course.
NLT August 30	Blackboard course opens for Department Tenure & Promotion Committee review.
NLT September 8	Chair of Department Tenure & Promotion Committee posts recommendations to the Blackboard course and provides copy of recommendation to the faculty member directly.
NLT September 9	Blackboard course opens for Department Chair review.
NLT September 16	Department Chair posts recommendations to Blackboard course and provides copy of recommendation to the faculty member directly
NLT September 19	Blackboard course opens for College Tenure & Promotion Committee review.
NLT September 30	Chair of College Tenure & Promotion Committee posts recommendations to the Blackboard course and provides copy of recommendation to the faculty member directly.
NLT October 3	Blackboard course opens for College Dean reviews
NLT October 14	College Dean posts recommendation to the Blackboard course and provides copy of recommendation to the faculty member directly.
NLT October 17	Blackboard course opens for Provost review.
NLT October 31	Provost posts recommendation to Blackboard course and provides copy of recommendation to faculty member
NLT November 1	Blackboard course opens for President review.
NLT November 30	President posts recommendation to Blackboard course and provides copy of recommendation to faculty member.

NLT November 4	Faculty who wish to appeal promotion to full professor recommendation must submit letter of appeal to Provost.
NLT November 7	Provost forwards appeal promotion to full E-Portfolios and recommendation to University Appeals Committee, if applicable.
NLT November 18	University Appeals Committee forwards appealed promotion to full E-Portfolios and recommendations to the President, if applicable.
NLT November 30	President post decision to Blackboard course and provides copy of decision to faculty member.

NLT November 29	Faculty who wish to appeal tenure/promotion decision must submit letter of appeal to Provost.
NLT November 30	Provost forwards appealed tenure/promotion E-Portfolios and recommendation to Faculty Appeals Advisory Committee, if applicable.

NLT December 9

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