

School of Arts & Letters

DEADLINES: 2011 - 2012

September 2, 2011	Provide the Dean's Office with a list of candidates who will be applying for promotion, tenure, or participating in the pre-tenure process. Set-up departmental promotion and tenure committee and time-line for departmental reviews, if applicable.
October 18, 2011	Departmental level procedures for promotion and tenure should be complete.
October 21, 2011	Tenure or Promotion Review files with recommendations from department committees and department heads submitted by department heads to Dean's Office.
November 18, 2011	Tenure and Promotion files and recommendations submitted by A&L Review Committee to A&L Dean.
November 22, 2011	School-level procedures for promotion and tenure should be complete.
November 28, 2011	Tenure and Promotion files and recommendations submitted by A&L Dean to VPAA.
January 10, 2012	Post-Tenure Review documentation files due in the Dean's Office
January 30, 2012	VPAA submits recommendations on promotion and tenure to President and notifies candidates of decisions.
February 10, 2012	Pre-Tenure Review Documentation Files submitted by faculty to Dean's Office.
February 24, 2012	Post-Tenure Review reports delivered by A&L Review Committee to the head of the faculty members' administrative unit, usually the department head. The department head furnishes a copy of the report of the Committee on Post-Tenure Review to the appropriate academic dean and the Vice President for Academic Affairs for review, comment, revision, and approval.
February 27, 2012	Post-Tenure Review Committee reports due in Dean's office.
March/April 2012	Department Head and Dean discuss Post-Tenure Review reports with faculty member. Faculty response (if any) appended to report. Final Post-Tenure report distributed by Department Head to Dean and VPAA.
March 30, 2012	Pre-Tenure Review reports delivered by A&L Review Committee to department heads. The department head provides copies to the Dean and VPAA for review, comment, revision, and approval.
April 10, 2012	Completion of Department Heads' discussion of Pre-Tenure Review with individual faculty members.
April 25, 2012	Faculty response (if any) to Pre-Tenure Review appended to report.
April 27, 2012	Dean notifies faculty members who will undergo Post-Tenure Review for 2012 – 2013.
April 30, 2012	Pre-Tenure Report placed on file with department head, Dean, and VPAA.