

PART V -- CALENDAR FOR PROMOTION AND TENURE <sup>1 2 3</sup>  
(READ IMPORTANT FOOTNOTES)

Aug 22	The Office of Human Resources shall notify all members, Department Chairpersons, <sup>4</sup> appropriate Dean(s) and Department Evaluation Committees that the promotion and tenure process has begun. (See Part III.A.1.a.). HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of promotion and tenure eligibility.
Aug. 25	Department Chairpersons shall transmit the computer-generated reports to the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC).
Aug 29	The DEC/CFEC shall inform any full-time members of the department who meet the standards specified for promotion (see III.A.1.b).
Aug 29	Non-tenured members in their sixth year shall be notified that a tenure decision is mandatory. The Office of Human Resources shall notify the candidate, the Chairperson, and the DEC/CFEC of those members for whom a tenure evaluation is mandatory.
Sept. 1	Non-tenured members prior to their sixth year who wish to be evaluated for tenure shall notify the DEC/CFEC in writing (see III.A.2.a).
Sept. 1	All members wishing to be considered for promotion shall make written application to the Department Chairperson and to the DEC/CFEC (see III.A.1.b). Supporting evidence shall be included with the notice to the DEC/CFEC only if promotion is being sought under the provision that the candidate has credentials and/or experience substantially comparable to the listed standards (see II.A.1).

<sup>1</sup> When different, the dates for mandatory tenure candidates starting in January are in brackets. All pre-penultimate considerations follow the timetable for August appointments. See article 4, Table 1, Collective Bargaining Agreement.

<sup>2</sup> Due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fall on weekends or holidays.

<sup>3</sup> Access to the file shall be granted between the hours of 6:00am – 9:00am on the indicated date (rolling out access can take several hours) and shall be removed at 5:00pm on the indicated date.

<sup>4</sup> Library Spokesperson shall serve as the Department Chairperson for Library Faculty. The Counseling Director shall serve as Chairperson for Counseling Faculty and shall receive access to the file on the same date as the Dean. The Athletic Director shall serve as Chairperson for Athletic Trainers and shall receive access to the file at the same date as the Dean.

Sept. 8	Candidates seeking equivalent eligibility for promotion shall be informed of the DEC's/CFEC's decision. Candidates to be evaluated should expeditiously meet with the Office of Human Resources for the purpose of examining their personnel file. (see III.B.5)
Sept. 8 [Sept. 9]	The Office of Human Resources shall make available to the DEC/CFEC the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement and Part III.C.2.f of this document.
Sept. 8 [Sept. 9]	The DEC/CFEC Chairperson shall inform, in writing, each member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials, and (3) the opportunity to appear personally before the DEC/CFEC prior to the committee making its recommendation(s). Members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file.  The Office of Human Resources shall make available to the DEC/CFEC the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Oct. 20 [Oct. 7]	Candidates shall upload their promotion and tenure file. Access to the file shall automatically be provided to the DEC/CFEC and the Department Chairperson.
Nov. 4 [Oct. 19]	The DEC/CFEC and Department Chairperson shall transmit their written recommendations, with supporting reasons, to the Office of Human Resources and to the candidate via email. DEC/CFEC and Department Chairperson access shall automatically be removed. <sup>5</sup>
Nov. 5-8 [Oct. 20-23]	The candidate shall have four days to upload the DEC/CFEC and Chairperson written recommendations to the file and to upload a written response and/or additional materials in support of their application for promotion and/or tenure.
Nov. 9 [Oct. 24]	Access to the file shall automatically be provided to the Dean/Director.
Dec. 8 [Nov. 4]	The Dean/Director shall transmit their written recommendation(s), with supporting reasons, to the Office of Human Resources and to the candidate via email. Dean/Director access shall automatically be removed.

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<sup>5</sup> Candidates should not upload the Chair evaluation letter, the DEC evaluation letter, or the written responses until November 11th. Prior to November 11<sup>th</sup> the DEC and the Chair have access to the file simultaneously; therefore, providing them access to each others' letters or the Candidate's responses should be avoided.

Dec. 9-12 [Nov.5-8]	The candidate shall have four days to upload the Dean's/Director's written recommendation(s) to the file and to upload a written response and/or additional materials in support of their application for promotion and/or tenure.
Dec. 13 [Nov. 9]	Access to the file shall automatically be provided to the Promotion and Tenure Committee Chair.
Dec. 15 [Nov. 14]	Access to the file shall automatically be provided to the Promotion and Tenure Committee.
Dec. 15,16 [Nov. 14]	Candidates shall seal their files. Candidates shall be allowed to add material to the file during sealing.
Mar. 2 [Nov. 21]	<p>Promotion and Tenure Committee access shall automatically be removed. For both promotion and tenure, the Promotion and Tenure Committee shall transmit a letter with the decision to recommend or not to recommend accompanied by the Promotion and Tenure Committee final vote totals (yes/no/abstain) via email. A decision of "not recommend" shall include a summary evaluative statement and explanation.</p> <p>For both promotion and tenure, the Provost shall receive a list of those recommended and not recommended, both listed in alphabetical order, accompanied by the Promotion and Tenure Committee final totals (yes/no/abstain) without any further evaluative elaboration.</p>
Mar. 3 [Nov. 22]	Access to the file shall automatically be provided to the Provost.
April 14 [Nov. 30]	The Provost, in consultation with the President, shall make the final recommendation(s). The Provost shall transmit the written recommendation(s) to the candidate via email and shall make recommendation(s) to the Board of Regents, subject to Article 4.11.14 of the Collective Bargaining Agreement.
May 31 [Dec. 31]	The Board shall announce its action, subject to Article 4.11.15 of the Collective Bargaining Agreement.