

## PROMOTION AND TENURE TIMELINES AND DUE DATES 2015-2016

Tenure and Promotion Applications	Mandatory Reviews fall appointments (Sept start date)	Mandatory Reviews, spring appointments (Jan start date) / Non-Mandatory Reviews, all appointments
Department Chair submits names of external reviewers to Dean's Office for approval	September 28, 2015	February 1, 2016
Faculty Candidate submits initial packet to Department Chair for external review	November 2, 2015	February 29, 2016
Department Chair (or designee) sends materials requesting letters for external review <sup>1</sup>	November 9, 2015	March 7, 2016
Faculty Candidate submits final packet to Department Chair which he/she forwards to the Personnel Committee along with the external review letters	January 6, 2016	May 2, 2016
Personnel Committee sends review of packet/external letters to Department Chair	January 29, 2016	May 25, 2016
Department Chair forwards all materials, including Department Chair's letter, to Dean's Office	February 12, 2016	June 15, 2016
Dean's office sends materials to Dean's Advisory Committee	February 19, 2016	June 30, 2016
Dean's office sends Dean's Advisory Report and all supporting materials to Provost office <sup>2</sup>	May 25, 2016	September 30, 2016
Final date by which University <i>must</i> notify candidates of promotion and decision	August 31, 2016	January 14, 2017

<sup>1</sup> Letters can be requested earlier than these specified dates *as long as the packet provided to the Department Chair as of 11/2 (for Sept appointments) or 2/29 (for Spring appointments and Nonmandatory reviews)* is fully considered at some point in the process for that external review. It is up to the Department Chair to provide any updated packet information to external reviewers should materials be requested from Faculty Candidates before the specified "initial packet" date.

<sup>2</sup> Materials are sent on a rolling basis to the Provost office, as soon as the Dean's Advisory Committee completes its review.