

PROMOTION AND TENURE **Application Review Schedule**

- The school deans disseminate within their respective schools on or before **August 30**, the Schedule of Deadlines and Instructions to departments for faculty submitting Promotion and Tenure materials (*included is a list of members of the appropriate departmental committees and school committees*).
- Faculty applying for promotion and/or tenure must inform the respective school Committees on Promotion and Tenure on or before **September 15**.
- The chair of the school Committee on Promotion and Tenure should inform all candidates about the specifics for compiling a review file and the appropriate deadlines on or before **October 1**.
- Promotion and/or Tenure applications are submitted by the faculty member with all supporting documentation (*see Instructions to Faculty for Submitting Promotion and Tenure Review Files*) to the **department committee chair** (*or the school committee chair, if the school does not have departments*) on or before **October 15**. (*For departments that do not convene a committee, the dossiers are sent to the department chair.*)
- The chair of the departmental committee transmits the committee's recommendations and the applicant's file with all documentation from the faculty member to the appropriate department chair (*or the chair of the school Committee on Promotion and Tenure, transmits to the dean, if the school does not have departments*) on or before **November 15**.
- The department chair transmits the applications with his/her recommendations and all other recommendations and documentation to the chair of the school committee on or before **December 5**.
- The chair of the school committee transmits the recommendations of the Committee and all other recommendations and documentation to the school dean on or before **January 15**.
- The dean transmits the applications with his/her recommendations and all other recommendations and documentation to the Provost and Vice President for Academic Affairs on or before **February 15**.
- The school dean will notify, in writing, the faculty applicants of his/her recommendation.
- The Provost and Vice President for Academic Affairs will notify the unsuccessful applicants of his/her recommendation on or before **March 6**, unless otherwise indicated.
- The Provost and Vice President for Academic Affairs transmits departmental and school deliberations with his/her recommendations and the respective application materials to the President on or before **March 31**.
- The President transmits a summary of the deliberations and other documentation to the Academic Affairs Committee of the Board of Trustees.
- The President transmits the recommendations of the Academic Affairs Committee of the Board of Trustees to the Board for action at its May meeting.
- The President will notify the applicants of the Board's action.

NOTE: *The Board of Trustees ordinarily considers candidates for promotion and/or tenure at its May Board Meeting. A promotion and/or tenure decision is effective at the beginning of the academic year following the year when the decision was made.*