The following is a schedule of due dates for academic year 2011 – 2012 relating to submitting supporting documentation related to promotion and tenure applications and processing reviewers’ recommendations.

1. Faculty applying for promotion and/or tenure must inform their respective School Committees on Promotion and Tenure by **Friday, September 16th, 2011.**

2. 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 by **Friday, September 30th, 2011.**

3. Promotion and tenure applications are submitted by faculty members with all supporting documentation (see Instructions to Faculty for Submitting Promotion and Tenure Review Files) to the Chair of the Department Promotion and Tenure Committee or to the Chair of the School Promotion and Tenure Committee if the school does not have departments by **Friday, October 14th, 2011.** (For departments that do not convene a committee, the applications and supporting documentation are sent to the department chair.)

4. The Chair of the Department Promotion and Tenure Committee forwards the committee’s recommendations and the applicant’s file with all documentation from the faculty member to the appropriate Chair of the Department or to the Chair of the School Promotion and Tenure Committee if the school does not have departments by **Friday, November 18th, 2011.**

5. The Chair of the Department forwards the applications with his/her recommendations and all other recommendations and documentation to the Chair of the School Promotion and Tenure Committee by **Friday, December 2nd, 2011.**

6. The Chair of the School Promotion and Tenure Committee transmits the recommendations of the Committee and all other recommendations and documentation to the School Dean by **Friday, January 13th, 2012.**

7. The School Dean will notify the applicants for promotion and tenure for promotion and tenure, in writing, of his/her recommendations and will forward the applications with all recommendations and documentation to the Provost and Vice President for Academic Affairs by **Friday, February 17th, 2012.**

8. The Provost and Vice President for Academic Affairs will notify unsuccessful applicants for promotion and tenure, in writing, of his/her recommendations and will forward the applications with all recommendations and documentation to the Provost and Vice President for Academic Affairs by **Friday, March 9th, 2012.**

9. The Provost and Vice President for Academic Affairs will forward the applications with all recommendations and documentation to the President by **Friday, March 30th, 2012.**

10. For the **May 17th – 18th, 2012** meeting, the President forwards a summary of his promotion and tenure decisions to the Academic Affairs Committee of the Board of Trustees.

**NOTE:** Promotion and tenure decisions are effective at the beginning of the following academic year in which the decisions were made.
SUPPORTING MATERIAL FOR PROMOTION AND TENURE REVIEW

Applicants’ supporting documentation for promotion and tenure consideration should include:

I. Promotion and Tenure Review Cover Sheet
   A. Applicant’s current curriculum vita
   B. Applicant’s philosophy of higher education
   C. Letters of Reference

II. Teaching
   A. For each course for which the applicant for promotion and tenure was the instructor of record:
      a. course description, enrollment, laboratories, contact hours and scheduled class meetings, grade
         distributions, and student course evaluations (source documentation must be generated from
         Banner),
   B. All course syllabi including course objectives, student learning outcomes, evaluation devices,
      grading rubrics, and other course policies,
   C. Sample course examinations, quizzes, projects, term papers,
   D. Evidence of integration of instructional technology in- and outside the classroom,
   E. Special recognition of teaching excellence,
   F. Additional activities demonstrating dedication to teaching

III. Research and Scholarship
   A. Copies of refereed publications (e.g., journal articles),
   B. Published copies of books,
   C. Grant proposals and award letters,
   D. Reports to grant sponsoring agencies,
   E. Theses and dissertations advised and chaired,
   F. Professional meetings attended,
   G. Presentations and academic meetings,
   H. Presentations at professional meetings,
   I. Paper, book reviews, and grant proposal reviews
   J. Citations of the applicant’s publications

IV. Service
   A. Student engagement outside of the classroom
   B. Approach to student advisement
   C. Degree program coordinator
   D. Offices held in professional organizations
   E. Chaired meeting and symposia sessions
   F. Committee and taskforce participation:
      a. Thesis and dissertation committees
      b. University committees
      c. School committees
      d. Department committees
   G. Community service
   G. Other service contributions

V. Other Activities (e.g., administrative positions)