

Timeline for the Promotion and Tenure Process

UNIT Deadline	Description of Action
DEPARTMENT April 15 (Or applicable internal deadline)	Notice of Intent to become a candidate for promotion and/or tenure should be filed with Department Chair by end of business day. Names of suggested external reviewers should be submitted if external review is required. Extension requests for tenure review outside the expected probationary period must be submitted by this date.
DEPARTMENT June 1 (Or applicable internal deadline)	Applicants submit tenure and/or promotion materials to be sent to external reviewers (if required by department or college/school).
DEPARTMENT September 5	Applicants submit tenure and/or promotion files electronically prior to this date. Chair makes applicant files available to Department Committee on this date.
DEPARTMENT September 30	Department Committee written record of votes for and against promotion and/or tenure and written advice, including the basis for any recommendation, due to Department Chair.
DEPARTMENT October 14	Department Chair's recommendations are made on tenure and/or promotion and Applicants are informed in writing of Chair's recommendation, including the basis for any recommendation.
DEPARTMENT Three complete business days immediately following the previous date in this timeline	Files available to Applicants to review and respond (if desired) to any material in file.
DEPARTMENT Business day immediately following the three-day period available for applicant review	Written recommendations and supporting statements from Department Chair uploaded to the College's Blackboard site.
COLLEGE October 25	Dean's Office makes files and accompanying materials available to College Committee.
COLLEGE November 10	Advice from the College Committee, along with written record of votes for and against promotion and/or tenure and written advice, including the basis for any recommendation, due to Dean.

DEAN December 5	Dean's recommendations are made (on both tenure and promotion) and Applicants are informed in writing of Dean's recommendation, including the basis for any recommendation.
DEAN Three complete business days immediately following the previous date in this timeline	Files available for Applicants to review and respond (if desired) to any material added to file subsequent to prior response opportunity.
DEAN Business day immediately following the previous date in this timeline	Written recommendations and supporting statements from Deans, along with Applicant files, due in electronic form to Provost and Vice President for Academic Affairs (for both tenure and promotion).

UNIVERSITY PROMOTION & TENURE COMMITTEE & ACADEMIC DEANS December 13	Provost's Office makes promotion and tenure files available for review.
UNIVERSITY PROMOTION & TENURE COMMITTEE January 24	Advice, along with written record of votes for and against promotion and/or tenure, due to Provost.

COMMITTEE OF ACADEMIC DEANS February 1	Advice, along with written record of votes for and against promotion and/or tenure, due to Provost.
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PROVOST On or about February 21	Provost's recommendations are made for both promotion and tenure, and Applicants are informed in writing of Provost's recommendations.
PROVOST Three complete business days immediately following the previous date in this timeline	Files available for Applicants to review and respond (if desired) to any material in file.
PROVOST Business day immediately following the previous date in this timeline	Written recommendations from Provost for both promotion and tenure due to President.

<p>PRESIDENT On or about March 22 (based on NDUS and SBHE deadlines)</p>	<p>President's decisions on promotion and recommendations on tenure are made and applicants are informed in writing of President's decisions and recommendations.</p>
<p>PRESIDENT TBD annually in spring</p>	<p>President's recommendations on tenure are forwarded to NDUS and SBHE.</p>
<p>SBHE TBD annually in spring</p>	<p>SBHE decisions on tenure announced.</p>