

TENURE AND PROMOTION ACTIVITY SCHEDULE

Fall 2023

Office of the Provost
(This schedule is subject to change or modification as necessary)

| DEADLINE | ACTION |
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| Before the end of Spring semester and no later than (NLT) June 5 | Department Chairs should notify faculty members who wish to be considered for promotion or those in their sixth year of probationary tenure-track status to begin preparing their E-Portfolio. |
| NLT August 25 | Department Chair and Dean conduct elections of college & departmental tenure & promotion committees. |
| NLT August 28 | Candidates for tenure and/or promotion submit completed E-Portfolio to Blackboard course. |
| NLT August 29 | Blackboard course opens for Department Tenure & Promotion Committee review. |
| NLT September 7 | Chair of Department Tenure & Promotion Committee posts recommendations to the Blackboard course and provides copy of recommendation to the faculty member directly. |
| NLT September 8 | Blackboard course opens for Department Chair review. |
| NLT September 15 | Department Chair posts recommendations to Blackboard course and provides copy of recommendation to the faculty member directly |
| NLT September 18 | Blackboard course opens for College Tenure & Promotion Committee review. |
| NLT September 29 | Chair of College Tenure & Promotion Committee posts recommendations to the Blackboard course and provides copy of recommendation to the faculty member directly. |
| NLT October 2 | Blackboard course opens for College Dean reviews |
| NLT October 13 | College Dean posts recommendation to the Blackboard course and provides copy of recommendation to the faculty member directly. |
| NLT October 16 | Blackboard course opens for Provost review. |
| NLT October 30 | Provost posts recommendation to Blackboard course and provides copy of recommendation to faculty member. |
| NLT October 31 | Blackboard course opens for President review. |
| NLT November 29 | President posts recommendation to Blackboard course and provides copy of recommendation to faculty member. |

PROMOTION TO FULL PROFESSOR APPEALS SCHEDULE

| DEADLINE | ACTION |
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| NLT November 3 | Faculty who wish to appeal promotion to full professor recommendation must submit letter of appeal to Provost. |
| NLT November 6 | Provost forwards appeal promotion to full E-Portfolios and recommendation to University Appeals Committee, if applicable. |
| NLT November 17 | University Appeals Committee forwards appealed promotion to full E-Portfolios and recommendations to the President, if applicable. |
| NLT November 29 | President post decision to Blackboard course and provides copy of decision to faculty member. |

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR APPEALS SCHEDULE

| DEADLINE | ACTION |
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| NLT November 28 | Faculty who wish to appeal tenure/promotion decision must submit letter of appeal to Provost. |
| NLT November 29 | Provost forwards appealed tenure/promotion E-Portfolios and recommendation to Faculty Appeals Advisory Committee, if applicable. |
| NLT December 8 | Faculty Appeals Advisory Committee forwards appealed tenure/promotion documents and decision to the Provost, if applicable. |
| NLT December 11 | Faculty Appeals Hearing Committee and appealed tenure/promotion faculty member are notified of appeal hearing, if applicable. |
| NLT January 23, 2024 | Appealed tenure/promotion faculty members submits evidentiary documents to Faculty Appeal Hearing Committee, if applicable. |
| NLT February 16 | Faculty Appeals Hearing Committee will conduct hearing of appealed tenure/promotion faculty member, if applicable. |
| NLT February 23 | Faculty Appeals Hearing Committee forwards appealed tenure/promotion documents and recommendation to the President, if applicable. |
| NTL March 4 | President post decision to Blackboard course and provides copy of decision to faculty member. |