# COLLEGE OF SCIENCES AND HUMANITIES
## 2017-2018 PROMOTION AND TENURE CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| **Friday, April 21, 2017**    | Distribution of College P&T Document to Departments  
Distribution of College P&T Procedures to Departments  
Distribution of College P&T Vita form to Departments  
Distribution of College P&T Calendar to Departments  
Distribution of College P&T Appendix A Instructions for Electronic Submission to Departments  
Posting of each document above to the College web page. |
| **Monday, May 8**             | Sample College P&T Vitae are made available for review by faculty.                                                                                                                                               |
| **Friday, May 12**            | Department Chair reports the name of the department P&T Chair for the 2017-18 AY to the Dean’s Office.  
Department Chair reports the names of 4th year tenure review candidates and candidates for promotion to associate professor and/or tenure and promotion to professor to the Dean’s Office. |
| **Monday, August 21 or earlier if possible (e-mail notification)** | **Box is opened for uploading of documentation by 4th year candidates and candidates for promotion to associate professor and/or tenure and promotion to professor for use at the college level.**  
Fourth year candidates upload only the vita form.  
Candidates for promotion to associate professor and/or tenure and promotion to professor upload vita form and supplemental materials.  
See Appendix A of College Procedures Document for instructions. |
| **Friday, August 25**         | Promotion and Tenure Panel/Taskforce on the Status of Women  
3:00 – 5:00 p.m.                                                                                                                                                                                                 |
| **Friday, September 1**       | P&T Committee and Department Chair Meeting  
2:00 – 5:00 p.m. ....... Cardinal Hall B                                                                                                                                                                        |
| **Friday, September 15**      | P&T Domain Subcommittee Meetings to review Fourth Year Tenure Review Procedures:  
**Sciences:** 2:00 p.m. (North Quad-193 Conference Room)  
**Social Sciences:** 3:00 p.m. (North Quad-193 Conference Room)  
**Humanities:** 4:00 p.m. (North Quad-193 Conference Room) |
| **Friday, September 22**      | **Box is closed to faculty candidates for 4th year review at 4 p.m.**  
**Final day for candidates for promotion and/or tenure to ask for permission to submit supplemental materials on paper.** The College would prefer that supplemental materials be submitted electronically in Box but **for this year (2017-2018 AY) only**, an exemption can be requested if some supplemental materials need to be submitted on paper. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 25</td>
<td>Box is opened to the Department Chair, Department P&amp;T Chair and Department Administrative Coordinator by 12 Noon for 4th year review. For 4th year candidates, departments should upload: 1) Department Recommendation Letters to the Dean 2) All available strengths and weaknesses letters</td>
</tr>
</tbody>
</table>
| Friday, September 29     | Fourth Year Tenure Review materials due in Dean’s Office  
**PLEASE NOTE:** Submit one paper original and one copy

Please include:
1) 2017-18 original Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letter or Fourth Year Dismissal Recommendation Letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)
2) Original Department P&T Chair and/or Department Chair recommendation letter(s), including the departmental vote count (see College Procedures item C4 for letter details)
3) The candidate’s P&T vita
4) The candidate’s strengths and weaknesses letters from years one through four

Materials (#2, 3, and 4) should be uploaded to Box as describe above. See appendix A of College Procedures Document for instructions on uploading documents.

Box will close to department access at 4 p.m. |
| Friday, October 6        | Open Box access to the College Promotion and Tenure Domain Subcommittee members for Fourth Year Tenure Review at 4:00 p.m. |
| Friday, October 13       | College P&T Domain Subcommittees begin review of fourth year tenure candidates:
Sciences: 3:00 – 5:00 p.m.…….North Quad-145
Social Sciences: 2:00 – 5:00 p.m.…….North Quad-193
Humanities: 1:00 – 3:00 p.m.……North Quad-145 |
| Wednesday, October 18    | College P&T Committee to receive from Department P&T Committees proposed policy changes to take effect the following year, 2018-2019.

**Please send to Susan Miller in the Dean’s Office the following:**

1. Submit electronically the P&T document: paginated, including appendices, and department approval date.
2. Submit electronically a cover letter indicating any change to the P&T document (follow directions on the cover sheet that you will receive from Kecia Thompson)
3. Submit by HARD COPY your signed cover sheet that you will soon receive from Kecia Thompson. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| **Friday, October 20** | College P&T Domain Subcommittees continued review of fourth year tenure candidates (if needed):  
Sciences: 2:00–5:00 p.m........North Quad-145  
Social Sciences: 2:00–5:00 p.m........North Quad-193  
Humanities: 2:00–5:00 p.m........North Quad-241 |
| **Friday, October 27** | Second Year Dismissal Recommendation letters due in Dean’s Office  
Please include:  
1) 2017-18 original second year dismissal recommendation letter complete with Department P&T Chair and Department Chair signature (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)  
2) *The department P&T committee’s recommendation letter including vote count*  
3) The candidate’s vita  
4) All prior years strengths and weaknesses letters |
| **Friday, October 27** | Fourth year tenure review recommendation letters due to the Dean’s Office  
from the Domain Subcommittee Chairs. College P&T Chair to sign fourth year tenure review form letter. Strengths and weaknesses letters from the subcommittee need to be included when the subcommittee is the first to make an unsatisfactory progress toward tenure recommendation. |
| **Monday, October 30** | Original Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letters due to Dean’s Office for 1st, 2nd, 3rd, 5th and 6th years.  
Please include:  
1) 2017-18 original Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)  
2) *The department P&T committee’s recommendation letter to the Dean including vote count*  
3) The candidate’s vita  
4) All current and prior years strengths and weaknesses letters |
| **Monday, October 30** | Original First Year Dismissal Recommendation letters due in Dean’s Office  
Please include:  
1) 2017-18 original first year dismissal recommendation letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)  
2) *The department P&T committee’s recommendation letter including vote count*  
3) The candidate’s vita  
4) All prior years strengths and weaknesses letters |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, October 30</td>
<td><strong>Original Third, Fifth, and Sixth Year Dismissal Recommendation letters due in Dean’s Office</strong>&lt;br&gt; 1) 2017-18 original third, fifth, and sixth year dismissal recommendation letter complete with department P&amp;T Chair and Department Chair signatures (sample letters are located in the P&amp;T packet from the Provost’s Office sent to all Department Chairs) &lt;br&gt; 2) <em>The department P&amp;T committee’s recommendation letter including vote count</em>&lt;br&gt; 3) <em>The candidate’s vita</em>&lt;br&gt; 4) <em>All prior years strengths and weaknesses letters</em>&lt;br&gt; *<em>Box is closed to candidates for promotion to associate professor and/or tenure and promotion to professor at 4 p.m.</em></td>
</tr>
<tr>
<td>Tuesday, October 31</td>
<td><strong>Box is opened at 12 NOON to Department Chairs, Department P&amp;T Committee Chairs and Department Administrative Assistants for uploading of:</strong>&lt;br&gt; a. Department Letters&lt;br&gt; b. External Evaluative Letters for Promotion to Professor&lt;br&gt; c. Materials from the P&amp;T Portion of the Personnel File&lt;br&gt; d. All strengths and weakness letters for tenure candidates&lt;br&gt; <strong>See Appendix A of College Procedures Document for instructions on uploading.</strong></td>
</tr>
<tr>
<td>Friday, November 3</td>
<td><strong>Fourth Year Tenure Review reconciliation</strong> meeting between Dean and Domain Subcommittee(s), if needed:&lt;br&gt; Sciences: 2:00 p.m……..North Quad-193&lt;br&gt; Social Sciences: 3:00 p.m……..North Quad-193&lt;br&gt; Humanities: 4:00 p.m……North Quad-193</td>
</tr>
<tr>
<td>Monday, November 6</td>
<td><strong>Tenure and/or promotion review materials due in Dean’s office</strong>&lt;br&gt; <strong>PLEASE NOTE: Submit one paper original and one copy.</strong>&lt;br&gt; Please include:&lt;br&gt; 1) For tenure and/or promotion candidates include the 2017-18 original <em>Recommendation for Granting of Tenure Letter</em> for 7th year candidates; or <em>Recommendation for 7th Year Dismissal Letter</em>, complete with department P&amp;T Chair and Department Chair signatures (sample letters are located in the P&amp;T packet from the Provost’s Office sent to all Department Chairs)&lt;br&gt; 2) Original Department P&amp;T Chair and/or Department Chair recommendation letter(s), including the departmental vote count (see College Procedures item C4 for letter details)&lt;br&gt; 3) The candidate’s vita</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Monday, November 6 (Continued) | **In Box, the following should have been uploaded:**  
1) Vita Form and supplemental materials uploaded by the candidates  
2) Department Recommendation Letters and all strength and weakness letters beginning with year one uploaded by the Department  

Please include:  
1) For **promotion only candidates** include the original Department P&T Chair and/or Department Chair recommendation letter(s), including the departmental vote count (see College Procedures item C4 for letter details)  
2) The candidate’s vita  
3) For Professor candidates one copy of the External Letters for Evaluation of Scholarship  
4) The original external letters should be turned into the Dean’s office for filing. (redacted letters should also be turned in to the Dean’s Office for shredding)  

**In Box, the following should have been uploaded:**  
1) Vita form and supplemental materials uploaded by candidates  
2) Department Recommendation Letters and External Review Letters for Professor candidates uploaded by the department  

**Box for 4th year review will close to domain subcommittee member at 4 p.m.** |
| Tuesday, November 7          | **Box will be closed to Department access at 8 a.m.** |
| Monday, November 13          | **Box access will be opened to the College Promotion and Tenure Committee members at 12 Noon.** |
| Friday, November 17          | College P&T Committee begins consideration of candidates for promotion to associate professor and tenure.  
**2:00–5:00 p.m.……Student Center, Cardinal Hall A** |
| Friday, December 1           | College P&T Committee continued consideration of candidates for promotion to associate professor and tenure.  
**2:00–5:00 p.m.……Student Center, Cardinal Hall A** |
| Friday, December 8           | College P&T Committee continued consideration of candidates for promotion to associate professor and tenure.  
College P&T Committee begins consideration of candidates for promotion to professor.  
**2:00–5:00 p.m.……Student Center, Cardinal Hall A** |
| Friday, January 12           | Continued consideration of candidates for promotion to professor.  
**2:00–5:00 p.m.……Student Center, Cardinal Hall A** |
| Friday, January 19           | Continued consideration of candidates for promotion to professor  
**2:00–5:00 p.m.……Student Center, Cardinal Hall A** |
| Wednesday, January 24        | Ballots to be submitted to the Dean’s Office by 5:00 p.m. |
| Friday, January 26           | Final reconciliation meeting (if needed) to occur if the Dean disagrees with any college recommendation vote. Please see College Procedures and role of Proxy for this final meeting.  
**2:00–5:00 p.m.……Student Center, Cardinal Hall A** |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 29</td>
<td>Box will close to College Promotion and Tenure Committee Member at 8 a.m.</td>
</tr>
<tr>
<td>Friday, February 2</td>
<td>Dean makes College promotion and tenure recommendations to the Provost</td>
</tr>
<tr>
<td>March to April</td>
<td>Final Spring Meeting(s), To Be Announced</td>
</tr>
</tbody>
</table>

Approved by the College P&T Committee – March 17, 2017
Re-Approved with modifications by the College P&T Committee – September 1, 2017