**Teachers College Promotion and Tenure Calendar**

**Academic Year 2016-2017**

**Portfolio Review October 1st – September 30th**

**Friday, Sept 9**
Provost’s Office sends the Promotion and Tenure lists of faculty status to deans for verification

**Thursday, Sept 8**
**1:00 pm in TC 1007**
Teacher College P & T Committee Meeting

**Friday, September 30**
End of tenurable year (October 1, 2015 – September 30, 2016). For faculty who are in their first tenurable year, the tenurable year is from date of hire to Friday, September 30.

**Monday, Oct 3**
**4-5 pm in TC 1007**
Tenured and tenure track faculty are invited to meet with Teachers College P & T committee members to discuss procedures, criteria used to evaluate, preparations of materials, and ask general questions. Tenure track faculty members and those interested in promotion are encouraged to attend.

**and Wednesday, Oct 5**
**1-2 pm in TC 1007**

**Thursday, Oct 27**
Departments submit 2017 – 2018 P & T documents (word document) electronically to Nikki, nlsherfy@bsu.edu, by 4 pm. Please include:

- Table of Contents
- Pages Paginated, including appendices
- Cover page
- Page(s) showing any/all changes
- The sign-off sheet sent by the Associate Provost’s Office to the department chairs and chairpersons of department P & T Committees
- Also submit Second Year dismissal recommendation letters (word document, electronically)

**Thursday, Nov 3**
Teachers College P & T Committee meeting to review 2017 – 2018 P & T documents
**8:30-10 am in TC 1007**

**Friday, Nov 4**
Second Year Dismissal Recommendation letters due to Provost

**Thursday, Nov 10**
Departments submit FINAL 2017 – 2018 P & T documents (word document) electronically to Nikki, nlsherfy@bsu.edu and deliver one hard copy to: Nikki, TC 1005 by 4 pm. Please include:

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- Cover page
- Page(s) showing any/all changes
- The sign-off sheet sent by the Associate Provost’s Office to the department chairs and chairpersons of department P & T Committees

**Monday, Nov 14**
2017-2018 Unit and College Promotion and Tenure Documents due to **Associate Provost** for review by University Promotion and Tenure Committee

**Tuesday, Dec 6**
President sends Second Year Dismissal Recommendation letters

**Friday, Jan 6**
Departments submit the following to Nikki, nlsherfy@bsu.edu and by 4 pm:

*See Procedural Instructions – to ensure proper materials are submitted*

- Progress Toward Tenure and Promotion and Unsatisfactory Progress Toward Tenure and Promotion Recommendation letters for first, second, third, fourth, fifth, and sixth year faculty (*vitas required*)
- P & T materials for fourth and seventh year candidates
Recommendation for dismissal letters for third, fourth, fifth, and sixth year faculty
Recommendation for seventh year dismissal due
[note: there is no unsatisfactory progress letter for seventh year]

January 9 – 13
Teachers College P & T Committee review of P & T materials – Fourth and Seventh Year
(Located in TC 1005B)

Tuesday, Jan 17
Teachers College P & T Committee meeting to discuss candidate progress
1-3 pm in TC 1007

January 16 – 19
Dean’s review of P & T materials

Friday, Jan 20
Due to the Provost’s Office:
First Year Dismissal Recommendation letters
Progress Toward Tenure and Promotion and Unsatisfactory Progress Toward Tenure and Promotion Recommendation letters for first, second, third, fourth, fifth, and sixth year faculty (vita not required)
Recommendation for dismissal letters for third, fourth, fifth, and sixth year faculty
Recommendation for seventh year dismissal due to Provost’s Office
[note: there is no unsatisfactory progress letter for seventh year]

Friday, Jan 20
Departments submit the following to Nikki in TC 1005 by 4 pm:
(See Procedural Instructions – to ensure proper materials are submitted)
All recommendations and supporting materials for granting Promotion

January 23 – 27
Teachers College P & T Committee review of Promotion materials

Monday, Jan 30
Teachers College P & T Committee meeting to discuss Promotion candidate progress

January 31 – Feb 2
Dean’s review of Promotion materials

Friday, Feb 3
Due to the Provost’s Office:
All recommendations for granting of Tenure and Promotion letters from deans, college, and unit Promotion and Tenure Committees due to Provost’s Office (vita must be attached)
Recommendation for Promotion to Professor letters from deans, college, and unit Promotion and Tenure Committees due to the Provost’s Office (vita must be attached)

Friday, Feb 3
President sends First Year Dismissal letters to faculty

Friday, Mar 3
Provost sends First, Second, Third, Fourth, Fifth and Sixth Year Progress Toward Tenure letters and First, Second, Third, Fourth, Fifth and Sixth Year Unsatisfactory Progress Toward Tenure letters to faculty

Provost sends Third, Fourth, Fifth and Sixth Year dismissal letters to faculty

Friday, Mar 17
Provost sends Seventh year Recommended for Tenure and Promotion to Associate Professor letters to faculty

Provost sends Seventh year dismissal letters to faculty

Provost sends Recommended for Early (fifth or sixth year) Tenure and Promotion to Associate Professor letters to faculty

Friday, Mar 17*
Provost sends all Recommendations for Promotions and Granting of Tenure to President
Friday, May 5* President sends Promotion and Granting of Tenure letters to faculty upon approval by the Board of Trustees*

REMINDER: Third, Fourth, Fifth, Sixth, and Seventh Year Dismissal letters must be sent to the faculty member at least twelve months before the appointment expires.

*This date is tentative depending upon legislative action and other factors.

BLUE = TC P & T Committee meeting
RED = P & T materials due to Dean’s Office
GREEN = P & T materials due to Provost’s Office