

2020-2021 PROMOTION AND TENURE KEY ACTIONS

MARCH KEY ACTION

Memo to Department Chairs requesting confirmation of candidates for promotion and tenure. Copy to business administrators

UPDATE JUNE 15 KEY ACTION

15 Department forwards corrected tenure eligible list AND/OR promotion intentions no later than June 15 , 2020

JUNE/JULY KEY ACTION

*Faculty candidate or proxy completes Activity Insight CV update, dossier narrative and data tables highlighting evidence of teaching, research, service productivity during preceding 5 years or more for the preliminary dossier.

*Departments complete all work on preliminary dossier. Internal and external letters have been solicited with return deadline by submission of the preliminary dossier.

AUGUST 2020 KEY ACTION

31 SUBMISSION AND DEADLINE for academic units to provide PRELIMINARY DOSSIERS. Dossiers will be reviewed for completeness and formatting accuracy per Provost's Memorandum/Dean's office instructions. Dossier incomplete or incorrect will be returned to the department. Volunteer promotions do not need to submit a preliminary dossier.

Academic Department Members should VOTE prior to submission of preliminary dossier. All departmental votes are recorded in the final dossier. Faculty with dual appointments must have votes from both departments or letters from both department chairs

SEPTEMBER 2020 KEY ACTION

- PRELIMINARY DOSSIERS REVIEWED BY THE DEAN'S OFFICE – Tenure dossiers reviewed first due to deadlines

30 Preliminary Dossiers returned to Departments with edits, corrections and comments.

OCTOBER 2020 KEY ACTION * **Deadlines subject to change per Provost memo information**

18 Tenure - FINAL Dossier with corrections and/or updates to COM Dean's Office. Dossiers due per instructions.*

28 Promotion - FINAL Dossier with corrections and/or updates to COM Dean's Office. Dossiers due per instructions.*

NOVEMBER/DECEMBER 2020 KEY ACTION

COM Promotion and Tenure Committee meets for Tenure review

COM Promotion and Tenure Committee meets for Promotion review

DECEMBER, 2020 KEY ACTION

Dean's office forwards Tenure Dossiers to Provost and Campus Tenure Committee per deadline

JANUARY, 2021 KEY ACTION

Dean's office forwards Promotion Dossiers to Provost per deadline

***Academic Unit: Deadlines Set By College Dean, the Academic Unit must forward the appropriate number of hard copies of each candidate's tenure and promotion file to the Dean according to procedures determined by the Dean.**

Deadlines subject to change per Provost memo information.