

## COLLEGE OF BUSINESS PROMOTION & TENURE COMMITTEE TIMELINES

### Timeline assistant professor annual progress toward tenure (and midterm) feedback:

The Chair and the tenured faculty are required to provide independent, annual written reports on progress toward tenure for every probationary faculty member. This memo is distinct from the annual evaluation of performance in the last calendar year. A copy of the annual progress toward tenure memo is to be given to the probationary faculty member and the Dean of the college (however, it is not necessary to forward it to the Provost with the exception of the mid-term evaluation). This review should be completed each year of the probationary term (including the spring before the candidate goes up for promotion).

|          |  |
|----------|--|
| March 15 | A request is sent to assistant professors (including those who are due for mid-term review), to provide an updated vita and statement regarding their progress (across research, teaching, and service). Working papers could be requested (especially when mid-term evaluations are being completed).   |
| March 30 | P&T Committee meeting to discuss each candidate and their progress. Committee agrees on contents of memo to be provided to the chair.<br><br>Per E.14.2 (of the faculty manual), prior to conducting mid-term reviews, "the members of the Review Committee shall consult with the college dean to discuss the expectations for tenure at administrative levels higher than the department." |
| April 15 | P&T Committee has okayed/finalized memo(s), and delivered the memo to the chair. (See Faculty Manual section E.10.3.)  |
| April 30 | Chair provides her/his memo to the candidate along with the memo from the Committee. All memos also forwarded to the Dean's Office.  |
| May 1    | Mid-term evaluations due in the Provost's Office. It is highly recommended the P&T Committees review the Faculty Manual E.14.2 for more details regarding mid-term evaluations.  |

**Timeline regarding candidates who are going up for promotion:**

Note that this timeline provides ample time for each stage of the process; it also reflects the likelihood that external reviewers generally prefer to complete letters during the summer months.

If a candidate is waiting for final decision(s) regarding the status of a submitted manuscript(s), this timeline should be adjusted to accommodate the candidate's desire to wait until feedback has been received from the journal.

P&T Committees should review section E13.1 of the faculty manual (as well as their department codes) for additional information and guidance regarding P&T processes.

|           |   |
|-----------|---|
| April 30  | Candidate provides list of 5 to 8 suggested external letter writers for P&T Committee. <ul style="list-style-type: none"><li>• Since some areas of study are fairly narrow and less than half of the external reviewers can be from the candidate's list, it may serve the candidate and committee well if the candidate provides 5 names.</li><li>• Candidate asked to work on dossier and plan to submit it to the P&amp;T Committee by August 30. Also, inform candidate of June 1 submissions</li></ul> |
| June 1    | Candidate provides: (1) personal statement, (2) vita, and (3) selected articles for P&T Committee to give to external reviewers. <ul style="list-style-type: none"><li>• In requesting external reviews, the committee must use the letter template provided by the provost and included in the P&amp;T application.</li></ul>  |
| June 15   | External reviewer requests have been sent out (with August 15 deadline) <ul style="list-style-type: none"><li>• Committee should track progress in obtaining letters using the COB spreadsheet titled "record of external reviewers grid"</li></ul>   |
| August 15 | Reminder to External Reviewers who have yet to submit their letters   |
| August 30 | <ol style="list-style-type: none"><li>1. Final deadline for letters to be returned from external reviewers</li><li>2. Due date for candidate to submit dossier to P&amp;T Committee</li><li>3. Committee begins reviewing dossier and schedules meeting to discuss dossier/vote (see E.13.1 of the Faculty Manual for additional details)</li></ol>   |
| Oct. 15   | Dossier complete with external letters and the Committee's recommendation submitted to the Department Chair   |
| Nov. 15   | Dossier complete with external letters, Committee's recommendation, and Chair's recommendation to Dean  |
| Dec. 15   | Complete Dossier due in Provost's Office  |

*Adopted March 2017.*