

Checklist For Tenure and Subsequent Promotion:

Materials, unless otherwise stated, must be submitted electronically

BY APPLICANT TO DEPARTMENT CHAIR:

By May 15th: Notification that s/he will be applying for promotion the following academic year

By December:

- signed paper copy of the *Request for Outside Faculty On Personnel Committee* if the applicant is active in an interdisciplinary program and chooses to have that program represented on the Personnel Committee

By January 15th:

We require applicants to provide the materials electronically

- 2 copies of the *Application for Tenure or Promotion*, one for each personnel decision – the Faculty Activity Report system can provide the applications as Word documents pre-filled with courses and data previously entered, or a blank form is available electronically at the website referenced above. In addition to the electronic versions, 2 paper copies signed in ink must be included with application material
- current c.v.
- supporting materials

BY DEPARTMENT TO DEAN OF A&S FACULTY:

In December:

- After filling in the meeting information and nominees for outside members of the promotion committee, **the Chair** signs a paper copy of the *Request for Outside Faculty On Personnel Committee* submitted by the applicant, if a program representative is requested, or originated by the Chair if not, and sends this to the Dean of A&S Faculty. If the applicant requested Program representation, the Dean of Faculty consults the Program Director for 2 Program nominees

By March 1st:

Electronic transfer is required with the exception of the faculty recommendations

- paper copy as well as electronic copy of the application for tenure
- all other applicant tenure material
- teaching evaluations
- the appropriate Department Norms for this tenure decision
- outside letters of recommendation
- Recommendation of the Personnel Committee on Tenure* form with the Committee Chair's report attached; in addition to an electronic copy, a paper copy must be sent to the Dean
- Recommendation of Faculty Member on Tenure* forms from all members of the Committee, including one from the Department Chair; the paper copy signed in ink must be sent to the Dean of Faculty within one week of the personnel meeting or by March 1st, whichever is sooner

BY DEAN OF A&S FACULTY TO PROVOST:

- Dean's Recommendation for tenure
- department materials

(Continued)

After the department has voted on the tenure decision, and only if that decision is positive, a separate meeting is held to consider the application for promotion. If the Promotion Committee meeting is held before the applicant has received a final tenure decision, it is provisional and the results will only be recognized if the final tenure decision is positive; otherwise, this meeting will never have taken place.

BY DEPARTMENT TO DEAN OF A&S FACULTY:

After the Promotion Meeting:

Electronic transfer is required with the exception of the faculty recommendations

- paper copy as well as electronic copy of the application for promotion
- any promotion materials not supplied with tenure documents
- the appropriate Department Norms for this promotion decision
- the *Recommendation of the Personnel Committee on Promotion* with the Committee Chair's report attached; in addition to an electronic copy, a paper copy must be sent to the Dean
- the *Recommendation of Faculty Member on Promotion* from all members of the Committee, including one from the Department Chair; the paper copy signed in ink must be sent to the Dean of Faculty within one week of the personnel meeting.

The Deans cannot act upon the Committee recommendation without all faculty recommendations.

BY DEAN OF A&S FACULTY TO PROVOST:

- Dean's Recommendation for promotion
- department materials

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