

Checklist For Promotion of Tenured and Tenure-Track Faculty:

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

In September:

- 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 a representative of that Program on his/her promotion committee.

By October 15th:

We require applicants to provide the materials electronically

- Application for Tenure or Promotion* – the Faculty Activity Report system can provide the application as a Word document 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 version, a paper copy signed in ink must be included with application material
- current c.v.
- supporting materials

BY DEPARTMENT TO DEAN OF A&S FACULTY:

In September:

- 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 December 1st:

Electronic transfer is required with the exception of the faculty recommendations

- paper copy as well as electronic copy of the application for promotion
- all other applicant material
- teaching evaluations
- the appropriate Department Norms for this promotion decision
- outside letters of recommendation (if required)
- Recommendation of the Personnel Committee on Promotion* 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 Promotion* 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 December 1st, whichever is sooner

BY DEAN OF A&S FACULTY TO PROVOST:

- Dean's Recommendation for promotion
- department materials

August 2016