**Timeline for Promotion and Tenure in the College of Liberal Arts**

**Day one:** position description outlines the expectations and the relative weighting of teaching (and other assignments), scholarship, and service.

**Each spring after initial hire:** in the Periodic Review of Faculty (PROF) the director of the school reviews the faculty member’s performance in all areas outlined in the position description and calls attention to any that require improvement.

**Spring of the third year:** Third Year Review. A more intensive review of the candidate’s performance thus far is conducted, including everything in the process for the review for promotion and tenure—the school director and a faculty committee independently review the faculty member’s teaching, scholarship, and service—except for letters from external reviewers. The outcome of the Third Year Review should clearly indicate what is needed for the faculty member to achieve promotion and tenure in another three years.

**Sixth year: Promotion and Tenure Review**

- Except in cases involving prior-service agreements or extensions of the tenure clock (with a date specified in the initial offer letter), the faculty member must be reviewed for promotion and tenure by the end of sixth year, with the process beginning in the spring of the fifth year.
- In April, the candidate meets with the school director to discuss the process, the format for the P&T dossier, and the packet of materials to be sent to external reviewers; and to identify potential external reviewers and potential student reviewers. The director identifies reviewers from his or her own list and from the candidate's list and begins contacting external reviewers over the spring, with the goal of receiving the external reviews by September. The candidate is offered a waiver of access to sign, allowing external letters to be confidential.
- In May, the director assembles the student committee, meets with the committee to go over its task, and contacts students from the candidate’s and his or her own lists to request evaluations.
- By May 15, the candidate submits to the school director a draft of a *vita* and the “candidate’s statement” that will appear in the P&T dossier, to be sent to external reviewers. (The *vita* for this purpose need not be in the format required for the dossier.)
- The unit (director and administrative assistant) are responsible for compiling and assembling the data from teaching evaluations, peer reviews of teaching, and other materials for the dossier.
- By September 15, the candidate submits a final draft of the P&T dossier, in the required format, to be reviewed and checked for accuracy by the director and administrative assistant.
- In October, the school director and the unit committee meet to review the candidate’s dossier and arrive at a recommendation. On completion of the unit review, the candidate reviews the director’s and committee’s letters, as well as the rest of the materials in the dossier (excluding the external letters, if the candidate has signed a waiver of access), and signs off on the dossier. The candidate at this point has the opportunity to add a letter rebutting the recommendations of the director and/or committee.
- By November 15, the dossiers are submitted to the dean’s office, for review by the dean and by the college committee. On completion of the college reviews, the candidate is presented with the recommendations and again has the opportunity to add a letter of rebuttal.
- By February 1 (typically), the dossier, now including the unit reviews and the college reviews, is forwarded to the Office of Academic Affairs, for review by the Provost and the university committee.
- By June 1 (typically), the Provost’s office informs the candidates of the final decision on promotion and tenure. Unsuccessful candidates can appeal the decision to the president.
Promotion Year Check-list Summary:

**APRIL**
Initial meeting between candidate and school director to discuss process.

**MAY**
Student committee assembled, student evaluation requested, initial meeting between director and internal committee, candidate vita and “candidate’s statement” submitted.

**MAY/JUNE**
Dossier assembled and sent to external reviewers as appropriate. Timeline may vary over the summer months depending on the discipline.

**SEPTEMBER**
Final draft of the P&T dossier to be reviewed by director and administrative assistant.

**OCTOBER**
School director and unit committee meet to review the candidate’s dossier and make recommendation.

**NOVEMBER**
Dossier submitted to the dean’s office for review by college committee and dean.

**FEBRUARY**
Dossier forwarded to Office of Academic Affairs for review by university committee and by Provost.

**MAY/JUNE**
Provost final decision on P&T. Decision forwarded to candidate.

**NOTE:** These are general guidelines. Dates may vary slightly. For additional information, contact the school director or the dean’s office.