

COLLEGE OF HUMANITIES PROMOTION AND TENURE ANNUAL TIMETABLE

For dates that fall on a Saturday, Sunday or holiday, the due date will be the next working day.

February 15 Vice dean publishes memorandum regarding the annual promotion and tenure timetable.

February 27 Heads/directors first should identify and then should notify in writing all candidates scheduled for promotion and tenure sixth year reviews and also tenured associate professors who are eligible for consideration for promotion to full professor. Associate professors (at rank for 5 years) not wishing to be considered at this time must decline in writing to the head/director. Heads/directors should forward a copy of the relevant declination letter to the vice dean not later than March 17.

March 17 Heads/directors forward to the vice dean a list of all candidates to be considered for scheduled promotion and tenure review. At this time also heads/directors should forward to the vice dean a list of all candidates who wish to be considered for promotion to full professor in the upcoming review cycle.

March 26 Heads/directors should inform promotion and tenure candidates that they are responsible for the preparation and accuracy of their dossiers. These should be developed in consultation with the head/director and submitted to the head/director by May 30 in draft form, together with copies of all relevant published materials, for the head/director's review regarding completeness, format, etc. Candidates should also be invited at this time to submit a list of six to ten possible referees. The candidate's choice of referees is not binding on the head/director but such a list may be beneficial to both in terms of the head/director's future selection of external evaluators.

April 1 Provost publishes memorandum initiating the promotion and tenure process and instructions for dossiers.

April 12 Heads/directors must consult departmental promotion and tenure committee regarding selection of external evaluators. Heads/directors should make an appointment with candidates in order to discuss the full list of potential external reviewers. Since pertinent materials are to be sent to the external evaluators, this is the candidate's deadline for submission to head/director of his/her curriculum vitae prepared according to the Provost's Guidelines for dossier preparation, all relevant published materials, and a listing of courses taught over the period under consideration. The material received is what the head/director and candidates have decided should be sent to the external reviewers in May. The head/director and candidates may also wish to include in this packet of materials a draft statement, on the part of the candidate, regarding the candidate's research, teaching, service, and outreach contributions.

April 28 Heads/directors deadline for mailing all form letters to those external evaluators on the final list who have agreed to evaluate the case in question. Letters must request evaluation of candidate's qualifications for promotion and tenure action. Letters must state that the departmental deadline for receipt of external evaluations is August 8. Please refer to the Provost's Guidelines regarding dossier preparation for the format and wording of the letter sent to external evaluators. External reviewers also must receive pertinent promotion and tenure materials.

May 28 Candidates deadline for submission to head/director of final draft of dossier. Copies of all relevant published research materials must also be presented to heads/directors by this date. These research materials

will be available for department promotion and tenure committee and head/director review, as well as for the college promotion and tenure committee and dean review which will take place after departmental review. The dossier should be prepared according to the Provost's Guidelines regarding preparation of the dossier. The head/director and candidates, at this time, should make sure curriculum vitae's are in proper format with all relevant information presented following exactly the provost's current promotion and tenure guidelines. In addition, the entire dossier should follow exactly the ordering and titles indicated in the Provost's Guidelines, and the dossier must contain the dossier cover-pages required by the provost. Candidates should follow the current procedures outlined in the *College of Humanities Promotion and Tenure Procedures*. In particular, please note section 3.2 "Proper Format for the Preparation of Dossiers", especially items 3.2.2 and 3.2.3, and section 3.4 "Collection of Supporting Documents".

May 28 By this time the head/director should send reminders to the candidates, stressing that the dossier in its complete, final form should be turned in to the head/director no later than July 16.

July 16 Candidates forward to heads/directors a complete dossier, including the sections she/he has prepared, in its final form. The heads/directors verify compliance of the candidate's dossier with university promotion and tenure requirements as well as college promotion and tenure requirements.

August 6 Heads/directors should review candidate's dossier to ascertain external evaluators' compliance with the request to submit evaluations by this date, and should call/fax those who have not responded, to stress the urgency of submission. By this time heads/directors should inform departmental promotion and tenure committee of the timetable for their deliberation.

August 20 Heads/directors should call the first meeting of departmental promotion and tenure committee and should deliver all promotion and tenure materials to committee chair, together with copies of departmental promotion and tenure criteria.

September 20 Departmental promotion and tenure committee chairs should submit in writing all promotion and tenure committee recommendations to head/director.

October 1 Vice dean should appoint the college promotion and tenure committee and call the first meeting of this group for late October, with notification of committee composition to heads/directors.

October 15 Heads/directors should submit all departmental promotion and tenure dossiers to vice dean. In compliance with UHAP 3.09 and 3.15, heads/directors should notify candidate in writing of the nature of the recommendation.

December 1 College of Humanities promotion and tenure committee chair should submit in writing all promotion and tenure committee recommendations to the dean.

January 15 Dean should submit all college promotion and tenure dossiers to the Provost's Office. In compliance with UHAP 3.09 and 3.15, at the time the college recommendation is forwarded to the next administrative level, the candidate will be advised in writing of the nature of the recommendation.