

COLLEGE OF HUMANITIES PROMOTION AND TENURE ANNUAL TIMETABLE FOR AY 2017-18

February 8 Dean publishes memorandum regarding the annual promotion and tenure timetable.

February 17 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 dean not later than March 3.

March 3 Heads/directors forward to the dean a list of all candidates to be considered for scheduled promotion and tenure review. At this time heads/directors also forward to the dean a list of all candidates who wish to be considered for promotion to full professor in the upcoming review cycle.

March 20 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 12 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.

March 31 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. 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 18 Heads/director's 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 11. 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 1 Dean confirms the college promotion and tenure committee

May 12 Candidate's deadline for submission to head/director of the draft of the dossier. Copies of all relevant published research materials must also be presented to head/director 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 candidate, at this time, should make sure the curriculum vitae is 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 12 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 August 4.

May 16 Provost publishes memorandum initiating the promotion and tenure process and instructions for dossiers.

August 4 Candidate forwards to head/director a complete dossier in its final form. The head/director verifies compliance of the candidate's dossier with university promotion and tenure requirements as well as college promotion and tenure requirements.

August 11 Head/director should review candidate's dossier to ascertain external evaluators' compliance with the request to submit evaluations by this date, and should call/email those who have not responded, to stress the urgency of submission. **Hard-copy letters with the original signature of the external evaluators are required.** If the letters are received by email as a PDF file, **the email must also be included in the dossier.** By this time head/director should inform departmental promotion and tenure committee of the timetable for their deliberations.

August 11 Head/director 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 11 Departmental promotion and tenure committee chair should submit in writing all promotion and tenure committee recommendations to head/director.

September 25-October 6 Dean calls the first meeting of the college promotion and tenure committee with notification of committee composition to heads/directors.

October 13 Head/director should submit all departmental promotion and tenure dossiers to the dean. In compliance with UHAP 3.3.02 [c], head/director should notify candidate in writing of the nature of the recommendation after the complete dossier is submitted to the dean. The dean receives a copy of the letter.

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 3.3.02 [c], 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.