



Promotion and Tenure Timetable for AY 2018-19

Action	Responsible Party	Timeframe/ Due Date
1	Office of the Dean distributes memorandum regarding the annual promotion and tenure process.	COH Office of the Dean February 19 th
2	Annual Promotion Workshops are coordinated by the Vice Provost for Faculty Affairs. Attendance at the April 12 th workshop, <i>Preparing the Promotion Dossier</i> , is highly encouraged for all candidates.	Candidates February 23 rd – April 25 th * <i>*April 12th session is essential</i>
3	Department Head/Directors should identify and then notify candidates in writing of their upcoming reviews. Candidates include: <ul style="list-style-type: none">• Career-track assistant and associate professors who are eligible for promotion• Tenure-eligible assistant and associate professors who are due for promotion and tenure reviews• Tenured associate professors who are eligible for promotion to full professor• Continuing-eligible academic professional employees who are eligible for promotion• Academic professionals with continuing status at the rank of associate who are eligible for promotion Associate professors (at rank for 5 years) not wishing to be considered at this time must decline in writing to the Head/Director. Declination letters should be sent to the Dean.	Department Heads/Directors By February 28 th
4	Heads/Directors should forward a final list of all candidates to be considered to the Dean, including declination letters.	Department Heads/Directors By March 20 th
5	Heads/Directors should inform all candidates that they are responsible for the preparation and accuracy of their dossiers (see Action #7). These should be developed in consultation with the Head/Director and submitted in draft form by May 11 th with copies of all supporting documentation. Tenure-track and tenured candidates should also be invited at this time to submit a list of six to ten possible external evaluators . COH career-track candidates are not required to receive evaluations from outside reviewers unless the department wishes to solicit them.	Department Heads/Directors By March 20 th

6	<p>Department Heads/Directors should confirm the department Promotion and Tenure Committee and the Career-Track Promotion Committee.</p> <p>For guidance, see Section 2 regarding the Appointment of Committees in the COH Promotion and Tenure Procedures.</p>	Department Heads/Directors	By March 20 th
7	<p>Candidates are responsible for the preparation of their dossier in compliance with university and college guidelines. Dossiers must contain university-issued templates/cover pages. If sections do not apply, please include an attached page stating as such. Section templates and instructions can be found here:</p> <ul style="list-style-type: none"> • Tenure-eligible and tenured faculty: Click HERE for templates. Click HERE for additional template instructions. Click HERE for the Provost’s Guide to the Promotion Process. • Continuing-status faculty: Click HERE for templates. Click HERE for additional template instructions. Click HERE for the Provost’s Guide to the Promotion Process. • Career-track faculty: Click HERE for templates. Click HERE for additional template instructions. Click HERE for the Provost’s Guide to the Promotion Process. <i>NOTE: Evaluations from Outside Evaluators and Collaborators (Section 10) are not required for COH career-track faculty promotion reviews.</i> <p>Faculty can also refer to Sections 3.2 and 3.4 about Preparing the Promotion and Tenure File in the COH Promotion and Tenure Procedures.</p> <p>Please note that COH requires access to publications for both department and college committees. An electronic version of the materials is acceptable (e.g. links in the CV or PDFs in a file sharing application). If electronic accessibility is not available, printed copies or books should be provided. They will be returned to candidates at the conclusion of the process.</p> <p>Syllabi and TCEs that are provided as part the candidates teaching portfolio will be available for review by department committees and Head/Directors only. They should not be forwarded to the college for review.</p> <p>Some items will be required in advance for external evaluators. See the Provost’s guidelines as a guide for suggested materials.</p>	Candidates	<p>Draft preparation: March 20th – May 11th</p> <p>External evaluator materials: By April 10th</p> <p>Final preparation: May 11th – August 10th</p>

8	<p>Heads/Directors should make an appointment with candidates in order to discuss the full list of potential external evaluators. They should also discuss what materials will be shared with evaluators. Materials could include:</p> <ul style="list-style-type: none"> • A CV prepared according to Section 4 of the Provost’s guidelines. • Workload assignment. • A listing of courses taught over the period under consideration. • Relevant published and/or representative materials the candidate and the Head/Director have determined should be reviewed. • A draft statement regarding the candidate’s research, teaching, service, and outreach contributions. <p>At this time, Heads/Directors should also consult department committees regarding the selection of external evaluators.</p> <p>No more than half of the evaluators can come from the candidate’s suggestions.</p>	Department Heads/Directors and Candidates	By April 4 th
9	<p>Heads/Directors should contact external evaluators who have agreed to evaluate the case in question. Requests should:</p> <ul style="list-style-type: none"> • Use the format and wording outlined in the Provost guidelines. Use Appendix D for external reviewers or Appendix E for research collaborators, professional clients, or other community collaborators. • Include the candidate’s pertinent promotion and tenure materials referenced in the letter (CV, workload assignment, statement of work, promotion criteria, representative materials, etc.) • State that the deadline for receipt of their letter is August 3rd. • Request an original signature. 	Department Heads/Directors	By April 18 th
10	<p>The Dean confirms the college Promotion and Tenure Committee and Career-Track Promotion Committee.</p> <p>For guidance, see Section 2 regarding the Appointment of Committees in the COH Promotion and Tenure Procedures.</p>	Dean	By May 1 st
11	<p>The candidate delivers a draft of their dossier to their Head/Director.</p>	Candidates	By May 11 th
12	<p>The Head/Director reviews the dossier for accuracy, completion, and adherence to Provost's guidelines (see Action #7 above). Dossiers must contain the related cover pages. Final revisions by the candidate should be made during this time.</p> <p>Head/Directors should also remind candidates that the final dossier should be provided to the Head/Director no later than August 3rd.</p>	Candidates and Department Heads/Directors	May 11 th – August 3 rd
13	<p>The candidate delivers a complete dossier in its final form to their Head/Director.</p>	Candidates	By August 3 rd

14	<p>The Head/Director verifies compliance of the candidate’s final dossier with university and college promotion and tenure and career-track requirements.</p> <p>The Head/Director should also review external evaluators’ compliance with the request to submit evaluations by August 3rd, and should call/email those who have not responded. 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.</p> <p>By this time, Head/Directors should provide department committees with their charge and provide a timetable for their deliberations. The final dossier, supporting documents, copies of departmental promotion and tenure or career-track criteria and procedures should be delivered to the department committee chair. Heads/Directors should also impress the importance of maintaining the confidentiality of the peer review process. According to UHAP 3.2.01, “Deliberations, evaluations, and recommendations of peer review committees are confidential, as are any evaluations or recommendations received by them.”</p>	Department Heads/Directors	By August 13 th
15	<p>Department committees should conduct classroom observations as part of the evaluation of the candidate’s teaching (Section 7 of the dossier).</p> <p>Department committees must use the protocol for peer reviews from the Office of Instruction and Assessment. This protocol requires that reviewers meet with candidates before observing their teaching and follow up with a meeting to discuss their observations. The protocol also recommends that candidates be given the opportunity to send the Department Head a response regarding their teaching observation.</p> <p>Additionally, departmental committees should prepare a separate memo with a peer review of the candidate’s teaching and teaching portfolio. This memo is separate from the letter in which committees make their final recommendation on the candidate’s promotion. This memo is included in Section 7 of the dossier and should also be considered in the committee’s final/separate recommendation.</p>	Department Committee	Beginning of Fall Semester – September 10 th
16	The department committee reviews the final dossier, meets and deliberates.	Department Committee	August 13 th – September 21 st
17	The department committee’s recommendation letter is written, signed and added to Section 11 of the dossier.	Department Committee Chair	By September 21 st
18	The Dean calls the first meeting of the college Promotion and Tenure Committee and the college Career-Track Promotion Committee meeting with notification of committee composition to Heads/Directors.	Dean	By October 5 th

19	The Department Head/Director reviews the dossier, writes their recommendation letter and adds it to Section 11 of the dossier.	Department Heads/Directors	By October 15 th
20	<p>An original dossier plus one copy should be delivered to the Dean's Office by the Head/Director.</p> <p>Publications should be forwarded to the college. Electronic versions (e.g. links in the CV or PDFs in a sharable account) or printed versions are acceptable. Supporting documents included in the teaching portfolio (e.g. syllabi, TCE's, curricular reviews, major assignments) should not be forwarded to the college.</p> <p>In compliance with UHAP 3.3.02 [c], the Head/Director should notify the candidate in writing of the nature of the recommendation. The Dean should receive a copy of the letter.</p>	Department Heads/Directors	By October 15 th
21	The college committee reviews the final dossier, meets and deliberates.	College Committee	October 15 th – December 1 st
22	The college committee's recommendation letter is written, signed and given to the Dean. The letter is added to Section 11 of the dossier.	Chair of College Committee	By December 1 st
23	<p>The Dean reviews the dossier, writes their recommendation letter and adds it to Section 11 of the dossier.</p> <p>In compliance with UHAP 3.3.02 [c], the Dean should notify the candidate in writing of the nature of the recommendation.</p>	Dean	December 1 st – January 15 th
24	Dossiers are due to the Office of the Provost	COH P&T Coordinator	January 15 th
25	University Committee reviews the dossier, writes their letter and adds it to the dossier	University Committee	January 15 th – April 15 th
26	Provost's letters of decision are sent to candidates	Provost	Last week of April
27	Appeal of the Provost's decision is sent to the President	Provost and President	Within 30 days of Provost's decision