

## Article III, Section G.11a - b – Timetable<sup>1</sup>

### 11. Review Timetable

#### a. Normal Timetable

The Rank and Tenure Committee Process shall normally operate according to the following annual timetable.

**June 1** The candidate must notify the Dean in writing of his/her intention to submit a dossier for consideration of promotion and/or tenure. The notification must also include the candidate's list of referees and their contact information.

**July 1** Deadline for the Dean or the Dean's delegate to provide the names of two referees, along with a brief explanation of the method for selecting them and their qualifications, to candidate.

**August 15** Deadline for candidate to submit comments (if any) regarding referees selected by the Dean.

**September 30** Deadline for submission by the Deans to the Chair of the University Committee on Rank and Tenure of a list of names of those to be considered for promotion and/or tenure in current year.

**October 31** Deadline for completion of dossiers in the Dean's office.

**November 1** Deadline for submission by the Deans to the Chair of the University Committee on Rank and Tenure of the final list of names of those to be considered for promotion and/or tenure in the current year as well as the actions to be considered for each candidate. Deadline for submission by the Deans to the Provost of a list of names of those to be considered for conferral of Emeritus citation.

**December 1** Deadline for submission by the Dean of the material on Emeritus candidates to the Provost.

**December 10** Deadline for completion of reviews by the relevant College or School Rank and Tenure Committee.

**December 20** Deadline for submission of recommendations on Emeritus candidates by the Provost to the University President.

**January 10** Deadline for submission by the Dean of all material reduced to digital format to the University Committee on Rank and Tenure.

**January 15** Deadline for letters to be sent to Emeritus candidates stating the President's decision and, if positive, the date and time at which the award will be presented, which in general shall be the subsequent President's Convocation.

**March 1** Deadline for submission of recommendations by the University Committee on Rank and Tenure to the University President.

**March 31** Announcement by the President of all promotions and grants of tenure. Notification of all denials.

All unsuccessful candidates will be counseled by the Dean prior to the announcement by the President. All promotions and grants of tenure are effective on the first day of the next academic/contract year.

#### b. Exceptional Timetable

Under unusual circumstances, promotion and tenure decisions according to these procedures can be made at other than these regularly scheduled times.

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<sup>1</sup> *Faculty Handbook 2017*, Article III, Section G.11.a, at p. 28.