

COLLEGE OF SCIENCES AND HUMANITIES

2024-2025 PROMOTION AND TENURE CALENDAR

Note: “Electronic submission” indicates submission via Faculty Success (Digital Measures) using the provided CV template within the platform. The college will no longer support an additional One Drive folder for electronic submission. “Digital access” means individuals will be able to view or submit materials via Faculty Success (Digital Measures)

Friday, May 31, 2024	<p>Distribution to department and posting to the college webpage:</p> <ul style="list-style-type: none"> • College P&T Document to Departments • College P&T Procedures to Departments • College P&T Calendar to Departments
Friday, May 31	Sample College P&T Vitae are made available for review by faculty. Contact Associate Dean Coleman for individual faculty access.
Friday, May 31	<p>Department Chair reports the name of the department P&T Chair for the 2024-24 A5 to the Dean’s Office.</p> <p>Department Chair reports the names of 4th year tenure review candidates and candidates for promotion to associate professor and/or tenure and promotion to professor to the Dean’s Office. (e-mail to Jill Coleman and Susan Miller)</p>
Monday, August 19 or earlier if possible	Submission on Faculty Success (Digital Measures) active and usage <u>required</u> for <u>all promotion</u> candidates as well as those for <u>progress</u> toward tenure.
Friday, August 23	P&T Committee and Department Chair Meeting 2:00–5:00 p.m. (Virtual Meeting)
Friday, September 20	P&T Domain Subcommittee Meetings to discuss 4 th Year Review Procedures: Sciences: 2:00 p.m. (Virtual Meeting) Social Sciences: 3:00 p.m. (Virtual Meeting) Humanities: 4:00 p.m. (Virtual Meeting, if necessary)
Friday, September 27	<p>Electronic submission for 4th year candidates reviewed by the Department due. The Department P&T Chair will be expected to provide the following in Faculty Success:</p> <ul style="list-style-type: none"> • 2024-25 Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letter or Fourth Year Dismissal Recommendation Letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs). Note: Please also send in a hard copy of this Provost Standard Letter to the Dean’s office. • Department P&T Chair and/or Department Chair recommendation letter(s) to the Dean, including the departmental vote count • The candidate strength and weaknesses letters Years 1-4 <p>Note: College Promotion and Tenure Domain Subcommittee members will have access to the fourth-year promotion materials within two days of this date or before.</p>

<p>Wednesday, October 9</p>	<p>College P&T Committee to receive from Department P&T Committees proposed policy changes to take effect the following year, AY 2024-2025.</p> <p>Please send to Susan Miller in the Dean’s Office the following:</p> <ol style="list-style-type: none"> 1. Submit electronically the P&T document in Word Format: paginated, including appendices, and department approval date. 2. Submit electronically a cover letter indicating any change to the P&T document (follow directions on the cover sheet that you will receive from the Associate Provost) <p>Submit by HARD COPY your signed cover sheet that you receive from the Associate Provost.</p>
<p>Friday, October 11</p>	<p>College P&T Domain Subcommittees begin 4th year review:</p> <p>Sciences: 2:00–5:00 p.m. (Virtual Meeting)</p> <p>Social Sciences: 2:00–5:00 p.m. (Virtual Meeting)</p> <p>Humanities: 2:00–5:00 p.m. (Virtual Meeting, if necessary)</p>
<p>Friday, October 18</p>	<p>College P&T Domain Subcommittees continued 4th year review:</p> <p>Sciences: 2:00–5:00 p.m. (Virtual Meeting, if necessary)</p> <p>Social Sciences: 2:00–5:00 p.m. (Virtual Meeting, if necessary)</p> <p>Humanities: 2:00–5:00 p.m. (Virtual Meeting, if necessary)</p>
<p>Friday, October 25</p>	<p>Fourth Year Review reconciliation meeting between Dean and Domain Subcommittee(s), if needed: (Virtual Meetings)</p> <p>Sciences: 2:00 p.m.</p> <p>Social Sciences: 3:00 p.m.</p> <p>Humanities: 4:00 p.m.</p>
<p>Friday, November 1</p>	<p>Electronic submission for Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letters for 1st, 2nd, 3rd, 5th and 6th years candidates not going up for promotion reviewed by the Department due. The Department P&T Chair and/or Chair will be expected to provide the following in Faculty Success:</p> <ul style="list-style-type: none"> • 2024-25 Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letter or Dismissal Recommendation Letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs). Note: Please also send in a hard copy of this Provost Standard Letter to the Dean’s office. • Department P&T Chair and/or Department Chair recommendation letter(s) to the Dean, including the departmental vote count • The candidate strength and weaknesses letters for current and prior years

<p>Friday, November 1</p>	<p>Electronic submission for all <u>Promotion</u> candidates by the Department due. The Department P&T Chair and/or Chair will be expected to provide the following in Faculty Success:</p> <ul style="list-style-type: none"> • Department P&T Chair and/or Department Chair recommendation letter(s) to the Dean, including the departmental vote count • External evaluation letters for promotion to Professor • All strengths and weaknesses letters for Granting of Tenure candidates • Materials from the P&T Portion of the Personnel File (if applicable)
<p>Friday, November 8</p>	<p>Fourth year tenure review recommendation letters due to Dean’s Office from the Domain Subcommittee Chairs. Strengths and weaknesses letters from subcommittee to be included when subcommittee is the first to make an unsatisfactory progress toward tenure recommendation.</p> <p>College P&T <u>Domain Subcommittee Chair</u> to sign fourth year tenure review form letters. (Note: Signing may <u>also</u> happen in Digital Measures (Faculty Success))</p>
<p>Friday, November 15</p>	<p>College P&T Committee begins consideration of candidates for promotion to associate professor and granting of tenure.</p> <p>2:00–5:00 p.m. (Virtual Meeting)</p>
<p>Friday, November 22</p>	<p>College P&T Committee continues consideration of candidates for promotion to associate professor and granting of tenure.</p> <p>2:00–5:00 p.m. (Virtual Meeting)</p>
<p>Friday, December 6</p>	<p>College P&T Committee continues consideration of candidates for promotion to associate professor and granting of tenure and/or professor.</p> <p>2:00-5:00 p.m. (Virtual Meeting)</p>
<p>Friday, December 13</p>	<p>College P&T Committee begins consideration of candidates for promotion to professor.</p> <p>2:00-5:00 p.m. (Virtual Meeting)</p>
<p>Friday, January 10</p>	<p>College P&T Committee continues consideration of candidates for promotion to professor (if necessary)</p> <p>2:00-5:00 p.m. (Virtual Meeting)</p>
<p>Friday, January 17</p>	<p>Final reconciliation meeting (if needed) to occur if the Dean disagrees with any college recommendation vote. Please see College Procedures and role of Proxy for this final meeting.</p> <p>2:00-5:00 p.m. (Virtual Meeting)</p>

Friday, January 31	Dean makes College promotion and tenure recommendations to the Provost
Friday, March 21	Final Spring Meeting 2:00 – 5:00 p.m. (Virtual Meeting)

Approved by the 2023-24 College P&T Committee – March 22, 2024