

**College of Education & Human Development
Tenure and/or Promotion Reviews for Tenure Track Faculty
Promotion Reviews for Non-Tenure Track Faculty
2017-2018 Timeline**

<p>January 2017</p>	<p><u>Executive Associate Dean for Faculty Affairs</u></p> <ul style="list-style-type: none"> • Provide list of candidates to Dept. Head <p><u>Department Heads</u></p> <ul style="list-style-type: none"> • Identify candidates; report corrections and additions to Assoc. Dean • Share draft form letter for external reviewers with candidates • Identify Department Review Committee
<p>February 10, 2017</p>	<p><u>Department Heads</u></p> <ul style="list-style-type: none"> • Provide final list of upcoming candidates to Executive Associate Dean
<p>January – March</p>	<p><u>Candidate</u></p> <ul style="list-style-type: none"> • Nominate external reviewers (a slate of 6 reviewers is to be identified) • Assemble materials for external reviewers (i.e., candidate statement, vitae, sample publications and other materials as appropriate) • Submit final draft of materials for external reviewers to Dept. Head <p><u>Department Heads</u></p> <ul style="list-style-type: none"> • Communicate <i>specific deadlines</i> for candidates to have materials submitted • External reviewers selected (at least one from candidate's and Dept. Review Committee lists) • Review and approve candidate's materials for external reviewers (can be done by the Dept. Review Committee as well); revised by candidate if necessary • Contact identified external reviewers and request participation <p><u>Department Review Committee</u></p> <ul style="list-style-type: none"> • Nominate external reviewers (a slate of 6 reviewers is to be identified) <p><u>College Review Committee</u></p> <ul style="list-style-type: none"> • Elected as needed
<p>March</p>	<p><u>Department Heads</u></p> <ul style="list-style-type: none"> • Send candidate's materials to external reviewers
<p>May – September</p>	<p><u>Department Heads</u></p> <ul style="list-style-type: none"> • Collect external review letters • Initiate preparation of candidate's materials for review by college and Provost level evaluation per the Dean of Faculties Dossier cover sheet • Inform candidate of the Department Review Committee recommendation • Review candidate's materials and prepare recommendation

May – September	<u>Department Review Committee</u> <ul style="list-style-type: none"> Review candidate's materials (i.e., statement, vitae, sample publications, other materials as appropriate, back-up material related to scholarship, Teaching and Service Meet to discuss and vote on recommendation Prepare written statement reporting recommendation and rationale Forward recommendation to Department Head
September 29, 2017	<u>Department</u> <ul style="list-style-type: none"> Forward candidate's materials including dossier cover sheet to Assoc. Dean for college level reviews (<i>3 hard copies: No staples, No back to back and flash drive</i>) Submit photograph of each candidate to Assoc. Dean's office with packet. (Photo should be head or upper-body shot in which the head is 1" high, minimum of 300 dpi). <u>Department Heads</u> <ul style="list-style-type: none"> Inform candidate of department head's recommendation
Oct. 2nd – Nov. 3rd	<u>College Review Committee</u> <ul style="list-style-type: none"> Candidate's materials available for review Meet to discuss and vote on its recommendation Prepare written statement reporting vote, recommendation and rationale
November 3, 2017	<u>College Review Committee</u> <ul style="list-style-type: none"> Recommendation forwarded to Dean through Associate Dean <u>Executive Associate Dean for Faculty Affairs</u> <ul style="list-style-type: none"> Inform Dept. Head of the College Review Committee recommendation <u>Department Head</u> <ul style="list-style-type: none"> Inform candidate of College Review Committee recommendation
Nov. 3rd – Dec. 1st	<u>Dean</u> <ul style="list-style-type: none"> Review candidate's materials and prepare recommendation
TBD	<u>Executive Associate Dean for Faculty Affairs</u> <ul style="list-style-type: none"> Provide copy of Dean's recommendation to Dept. Head <u>Department Head</u> <ul style="list-style-type: none"> Inform candidate of Dean's recommendation

Note: All of the following apply to Tenure and Promotion Candidates only.

Estimated University Timeline

- December 5, 2017** • Candidate's materials (including all recommendations) forwarded to the Associate Provost and Dean of Faculties
- January 2018** • Deans meet and review recommendations with the Provost and Dean of Faculties
- February 2018** • Provost forwards recommendations to President
- President forwards recommendations to the Board of Regents through the Chancellor
- Candidates notified of Provost's and President's recommendations
- March 2018** • Board of Regents reviews recommendations and makes final decisions
- Sept 1, 2018** • Tenure and Promotion decisions become effective