

**College of Education & Human Development
 Tenure and/or Promotion Reviews for Tenure Track Faculty
 Promotion Reviews for Non-Tenure Track Faculty
 2018-2019 Timeline**

January 2018	<p>Associate Dean for Faculty Affairs</p> <ul style="list-style-type: none"> • Provide list of faculty to Dept. Head <p>Department Heads</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
February 2, 2018	<p>Department Heads</p> <ul style="list-style-type: none"> • Provide final list of upcoming candidates to Associate Dean
January – March	<p>Candidate</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>Department Heads</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 – Start early. <p>Department Review Committee</p> <ul style="list-style-type: none"> • Nominate external reviewers (a slate of 6 reviewers is to be identified) <p>College Review Committee</p> <ul style="list-style-type: none"> • Elected as needed
March	<p>Department Heads</p> <ul style="list-style-type: none"> • Send candidate's materials to external reviewers – Start early
May – September	<p>Department Heads</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 • <i>Contact Assoc. Dean of Faculty Affairs and Assistant as needed with questions.</i>

May 1– September 13	Department Review Committee <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
September, 14, 2018	<ul style="list-style-type: none"> Forward recommendation to Department Head
September 21, 2018	Department <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 <u>upper-body shot</u> in which the head is 1" high, <u>minimum of 300 dpi</u> – Please contact Asst. to Assoc. Dean of Faculty Affairs with questions).
	Department Heads <ul style="list-style-type: none"> Inform candidate of department head's recommendation
Sep 24 th – Oct. 26 th	College Review Committee <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
October 29, 2018	College Review Committee <ul style="list-style-type: none"> Recommendation forwarded to Dean through Associate Dean
	Associate Dean for Faculty Affairs <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
Oct 29 th – Nov. 30 th	Dean <ul style="list-style-type: none"> Review candidate's materials and prepare recommendation
Dec 3, 2018	Associate Dean for Faculty Affairs <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, 2018	• Candidate's materials (including all recommendations) forwarded to the Associate Provost and Dean of Faculties
January 2019	• Deans meet and review recommendations with the Provost and Dean of Faculties
February 2019	• 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 2019	• Board of Regents reviews recommendations and makes final decisions
Sept 1, 2019	• Tenure and Promotion decisions become effective