



***Division of Academic Affairs
Procedural Flow Chart
for
Academic Tenure/Promotion***

Faculty Member

1. Reviews tenure/promotion criteria in the Faculty Hand Book.
2. Confers with department chairperson on approval/support of the application.
3. Submits two copies of completed application to department chairperson no later than **the second Monday in October**. No later than the **sixth year** of tenure track status.

**Department
Chairperson**

1. Files one copy of the application for official records and uses the other copy for review.
2. Verifies that minimum criteria have been met.
3. Reviews application for completeness and accuracy.
4. Rates faculty members and adds endorsements/commentary on prescribed forms.
5. Forwards narratives and recommendation forms along with applications to chair of the College or School/Cluster for tenure/promotion no later than **October 31st of each year**.

**FIRST TIER
College/Cluster
Peer Review Committee**

1. Reviews and evaluates all applications applying discipline specific criteria (inclusive of accreditation standards for faculty) and university guidelines.
2. Prepares narratives and makes recommendations on prescribed forms.
3. Forwards narratives and recommendations along with applications to the Dean no later than **November 30th of each year**.

Dean

1. Reviews all application materials to verify accuracy and ensure consistency in the applying of criteria.
2. Rates faculty members and adds endorsements/commentary on prescribed forms.
3. Forwards narratives and recommendations along with applications to the University Tenure/Promotion Peer Review Committee no later than **the first Monday of January each year.**

SECOND TIER
**University Tenure/Promotion
Peer Review Committee**

1. Reviews and evaluates all application materials with regard to University guidelines and policies for promotion and tenure.
2. Makes and prioritizes all recommendations on prescribed forms.
3. Forwards recommendations, narratives and applications to the Office of the Provost no later than **the second Monday of March each year.**

Provost

1. Reviews recommendations submitted.
2. Adds endorsement/commentary as appropriate.
3. Submits formal recommendations to the President for action.

President

1. Reviews formal recommendations.
2. Consults with the Provost in cases where clarifications are needed.
3. Makes and submits recommendations to the Board of Trustees for approval in time for the Board's spring meeting agenda.

Note: Faculty members will receive official notice of application results from the Provost no later than **June 15th** or as soon thereafter once a decision has been made.