



***Division of Academic Affairs
Procedural Flow Chart
for
Post Tenure Review***

Faculty Member

1. Reviews post-tenure criteria in the Faculty Handbook.
2. Confers with supervisor on approval/support of the application.
3. Submits two copies of completed application to department supervisor no later than **the first Monday in January.**

Supervisor

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 the 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 University Post Tenure Review Committee no later than **the first Monday in February.**

**University Post
Tenure 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 the applications to the Associate Provost no later than **the first Monday in March.**

**Associate Provost
and
Provost**

1. Associate Provost reviews recommendations and forwards report of the Post tenure Committee to the Provost no later than 5 working days after receipt.
2. Associate Provost and the Provost add endorsement/commentary as appropriate.

President

1. Reviews formal recommendations.
2. Consults with the Provost in cases where clarification is needed.

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.