Division of Academic Affairs
Procedural Flow Chart for Academic Tenure/Promotion 2014-2015

1. Reviews tenure/promotion criteria.
2. Confers with department chairperson on approval/support of application.
3. Submits two copies of completed application to department chairperson no later than the second Monday in October (October 13, 2014).

1. Files one copy of application for official records and uses other copy for review process.
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 Friday, October 31, 2014.

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 21, 2014.
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 Monday, January 5, 2015.

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 (March 9, 2015).

1. The Provost reviews recommendations submitted.
2. The Provost adds endorsement/commentary, as appropriate.
3. The Provost submits formal recommendations to the President for action.

The 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 as soon thereafter as time permits.