



## Division of Academic Affairs

### Procedural Flow Chart for Academic Tenure/Promotion 2011-2012

Note: Faculty members will receive official notice of application results from the Vice President for Academic Affairs no later than June 15, 2012.

Faculty Member

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 third Monday in October. (October 17 for 2011).

Department Chairperson

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 15 working days from submission to chair. (November 04 for 2011).

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 15 working days from submission to Cluster Committee. (November 25 for 2011).

**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 Friday in January (January 6 for 2012).**

**SECOND TIER**  
**University Tenure and  
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 Associate Vice President for Faculty & Programs (Donma Administration Building Room 213) no later than the second Monday of March. (March 12 for 2012).**

**Associate Vice President for  
Faculty & Programs and  
Vice President for Academic  
Affairs**

1. **Associate VP for Faculty & Programs reviews recommendations and forwards report of the T & P Committee to the Vice President for Academic Affairs no later than 5 working days after receipt. (March 19 for 2012).**
2. **The Associate VP for Faculty & Programs and the Vice President for Academic Affairs adds endorsement/commentary, as appropriate.**
3. **The Vice President for Academic Affairs submits formal recommendations to the President for action.**

**The President:**

1. **Reviews formal recommendations.**
2. **Consults with the Vice President for Academic Affairs in cases where clarification are needed.  
Makes and submits recommendations to the Board of Trustees for approval in time for the Board's spring meeting agenda (usually in April).**

**President**

**Note: Faculty members will receive official notice of application results from the Vice President for Academic Affairs no later than June 15, 2012 or as soon thereafter as time permits.**