

Rank and Tenure Timeline

This timeline is a general guide to the sequence of steps in the rank and tenure process. It should be noted throughout that, when a faculty member's appointment is in an academic program that does not reside in a department, the Dean of the college or school appoints a committee to function in the role of the department, and one of the committee members to serve in the role of the department Chair. The term "Department" hereafter refers in such cases to the committee appointed to function in the role of the department, and the term "Chair" refers to the committee member appointed to serve in the role of Chair, as described in the Procedures, Roles, and Responsibilities section below. See Appendix A for a chronologically organized table of responsibilities in the process.

CANDIDATE

- **March:** Candidates receive a letter from the Provost informing them of their eligibility to apply for tenure.
- **Not later than May 15:** Candidate sends his/her Confirmation of Intention to Apply for Tenure and for Promotion in Rank.
- **Not later than May 31:** Candidate receives confirmation from Provost's Office that intention to apply for advancement to tenure and/or for promotion to the indicated rank has been submitted.
- **March – June:** The Candidate works with the Department Chair to generate a list of names of individuals to provide external evaluation (see section on Procedures for External Evaluation Process.)
- **May – Early July:** The Candidate, in consultation with the Department Chair, prepares a representative sample of disseminated scholarly or creative material to be sent to the external evaluators.
- **May – September:** The Candidate works on preparing the application, consistent with Section VI, Rank and Tenure Application Standards.
- **One week prior to application deadline:** External review letters are due to the Department Chair.
- **First Monday in October:** Two original sets of the completed application, or one complete uploaded application in Box at the close of the business day, 5:00pm PST, should be submitted to the Department Chair. The Department Chair will be responsible for ensuring that the application is available to department members for timely review.
- **April – May of the following year:** The candidate is informed of the President's decision regarding tenure and/or promotion.

DEPARTMENT CHAIR

- **March:** A copy of the Candidate's letter from the Provost (candidates for tenure only) goes to the Department Chair.
- **March – June:** The Department Chair works with the Candidate to discuss and develop a list of potential external reviewers. (For details, see section on Procedures for External Evaluation Process.)

- **May – Early July:** The Candidate, in consultation with the Department Chair, prepares a representative sample of scholarly and/or creative material to be sent to the external evaluators.
- **By early July:** Chair sends a formal request to the External Reviewers, along with a representative sample of the Candidate's disseminated work, the Candidate's CV, and descriptive information about the University as stated in the Handbook. (For details and letter template, see section on Procedures for External Evaluation Process.)
- **August:** Chair should send reminder to external reviewers (if necessary).
- **One week prior to application deadline:** External review letters are due. One signed external evaluation on letterhead should have been received by the Department Chair by this date.
- **September – First Monday in October:** Chair prepares for departmental discussion; confirms voting members with the Provost's Office; selects meeting time and Scribe for departmental discussion; sets up process for distributing application material.
- **First Monday in October:** The Chair receives two completed applications, or one complete application uploaded to Box, from the Candidate after the close of the business day, 5:00pm PST, and reviews them to be sure that they are complete. The Chair inserts the external review letters into the application, either inserting copies into both applications if in hard copy or uploading electronic versions to the dossier in Box. If the Candidate has submitted applications in hard copy, the Chair forwards one application to the Dean of the Candidate's College or School.
- **Mid October – Second Monday in November:** Department faculty meet to discuss the application and vote. Ballots are submitted according to instructions sent from the Provost. The Scribe prepares a summary of the discussion (see section on Procedures for Review of Candidates for Tenure and Promotion). For applications submitted in hard copy, the Chair forwards the original signed Chair evaluation letter and signed Departmental summary to the Dean; in addition, the Chair forwards the application to the Provost's Office after adding a copy of the signed Chair evaluation letter and a copy of the signed Departmental summary. For applications submitted on Box, the Chair uploads the signed Chair evaluation letter and signed Departmental summary to Box.
- **April – May of the following year:** The Chair is informed of the President's decision regarding the Candidate's tenure and/or promotion.

DEPARTMENT

- **First Tuesday in October:** Department faculty begin reviewing applications.
- **Mid October – Second Monday in November:** Department faculty meet to discuss the application and vote. Ballots are submitted according to instructions sent from the Provost. The Scribe prepares a summary of the discussion, which is reviewed, discussed, and revised, if necessary (see section on Procedures for Review of Candidates for Tenure and Promotion)

DEAN

- **Mid October – Late November:** The Dean receives the external review letters and one application for each candidate within their College or School. The Dean receives the Departmental ballots for each candidate within their College or School. The Dean receives the original signed Chair evaluation letters and signed Departmental summaries from the Chair. The Dean then reviews these materials and writes his/her letter of evaluation for each candidate within their College or School. For applications submitted in hard copy, the Dean forwards the candidate's application to the Provost's Office after adding the Dean's evaluation letter, the original signed Chair evaluation letter, the original signed Departmental summary, and any letters from dissenting Departmental faculty members. For applications submitted on Box, the Dean uploads the signed Dean's evaluation letter to Box. The Dean also forwards the Departmental ballots to the Provost's Office.
- **April – May of the following year:** The Dean is informed of the President's decision regarding the Candidate's tenure and/or promotion.

CHAIR OF COMMITTEE ON RANK AND TENURE

- **Late November - December:** Chair receives Candidates' applications from the Provost's Office, including the Deans' letters and Departmental ballots.
- **December:** Chair advises members of the CRT when they may begin to read all applications.

COMMITTEE ON RANK AND TENURE

- **January – April:** The CRT deliberates and votes on all applications. (See the CRT section of Procedures for Review of Candidates for Tenure and Promotion.)

PROVOST'S OFFICE

- **March of each year:** Provost's Office sends letters to individuals who are eligible to apply for advancement to tenure and/or promotion to the indicated rank.
- **Not later than May 15:** Provost's Office receives from the Candidate his/her Confirmation of Intention to Apply for Tenure and for Promotion in Rank.
- **Not later than May 31:** Provost's Office confirms receipt of intention to apply for advancement to tenure and/or promotion to the indicated rank.
- **November:** The Provost's Office receives the candidate's application from the Departmental Chair, who forwards it after adding a copy of the signed Chair evaluation letter and a copy of the signed Departmental summary. The Provost's Office receives from the Dean the Dean's evaluation letter, the original signed Chair evaluation letter, the original signed Departmental summary, and any letters from dissenting Departmental faculty members. The Provost's Office also receives the Departmental ballots from the Dean.

- **Late November – December:** The Provost Office forwards the application and all Departmental ballots to the Chair of the Committee on Rank and Tenure.
- **April:** The Provost receives the letters of recommendation from the CRT, reviews applications and makes recommendations to the President.

PRESIDENT

- **April – May:** The President makes the final decisions on promotion and tenure and informs the candidates.

APPEALS PROCESS

- **May – June:** Independent appeal process begins. Provost's Office oversees the independent appeal process for any Candidate who wishes to appeal a negative decision.
- **Upon Completion of the Appeal:** The President considers the appeal, makes the final decision and informs the Candidate.