

Appendix A. Rank and Tenure Timeline

Date	Activity Description	Action item for (or recipient)						
		Candidate Chair	Dean Provost	Chair of CRT CRT	President			
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.	To	cc	cc	A	cc		
Not later than May 15	Candidate sends his/her Confirmation of Intention to Apply for Tenure and/or Promotion in Rank.	A	cc	cc	To			
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.	To	cc	cc	A			
March – June	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).	A	A					
May – Early July	Candidate, in consultation with Department Chair, prepares a representative sample of disseminated scholarly or creative material to be sent to the external evaluators. Candidate includes a list of materials sent in the application dossier.	A	A					
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.)		A					
May – September	Candidate works on preparing the application, consistent with Section VI, Rank and Tenure Application Standards.	A						
August	Chair should send reminder to external reviewers (if necessary).		A					
September – First Monday in October	Chair prepares for departmental discussion; confirms voting members with Provost's Office; selects meeting time and Scribe for departmental discussion; sets up process for distributing application material.		A		To			
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.		A					
First Monday in October	Two original sets of the completed application or an uploaded application in Box 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.	A	To					
First Monday in October after 5pm	Chair receives two completed applications or an uploaded application in Box from the Candidate, and reviews them to be sure they are complete. The Chair inserts the external review letters into the applications, and forwards one application to the Dean of the Candidate's College or School.		A	To				
First Tuesday in October	Department faculty begin reviewing applications.		A					

Date	Activity Description	Action item for (or recipient)					
		Candidate Chair	Dean Provost	Chair of CRT CRT	President		
Mid October – Second Monday in November	<p>Department faculty meet to discuss the application and vote.</p> <ul style="list-style-type: none"> 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). The Chair uploads to Box or, for applications in hard copy, forwards to the Dean <ul style="list-style-type: none"> the original signed Chair evaluation letter signed Departmental summary. The Chair forwards the application, only if in hard copy, to the Provost's Office after adding <ul style="list-style-type: none"> a copy of the signed Chair evaluation letter, a copy of the signed Departmental summary. 	A	To				
Mid October – Late November	Dean reviews application, departmental ballots, Chair evaluation letter, and Departmental summary and writes his/her letter of evaluation for each candidate within his/her college or school.		A				
Late November	The Dean forwards the Candidate's application, via Box or in hard copy as appropriate, 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. The Dean also forwards the Departmental ballots to the Provost's Office in hard copy.		A	To			
Late November – December	Provost's Office forwards the application and all Departmental ballots to the Chair of the Committee on Rank and Tenure.			A	To		
December	The Chair of the Committee on Rank and Tenure advises members of the CRT when they may begin to read all applications.				A	To	
January – April	The CRT deliberates and votes on all applications. (See the CRT section of Procedures for Review of Candidates for Tenure and Promotion.)					A	
April of following year	The Chair of the Committee on Rank and Tenure forwards or uploads letters of recommendation to the Provost.			To	A		
April of following year	Provost reviews applications and CRT letters of recommendation and makes recommendations to the President.			A			To
April – May of following year	President makes final decisions on promotion and tenure and informs the Candidates.	To	cc	cc	cc		A
May – June	Independent appeal process begins. Provost's Office oversees the independent appeal process for any Candidate who wishes to appeal a negative decision.	A			A		

		Action item for (or recipient)					
Date	Activity Description	Candidate Chair		Dean Provost		Chair of CRT CRT	President
Upon Completion of the Appeal	President considers the appeal, makes the final decision, and informs the Candidate.	To	cc	cc	cc		A