

Timeline for the Tenure and Promotion Process 2019-2020

Due Date	What	Where	Online Access
October 1	Letter of Intent to Apply for Promotion	Department Chairperson (all levels) Office of Academic Affairs (tenure only)	
January 17	Professional Portfolio	Department Chairperson <i>(Chair is to convene a meeting of the Dept. P&T Review Committee.)**</i>	Department Committees and Department Chairs receive access to candidates' online portfolios.
January 31	Professional Portfolio (with completed cosmetic changes) & Chair/Dept. Recommendations*	Division Dean <i>(Dean is to convene a meeting of the Division P&T Review Committee.)</i>	Division Committees and Deans receive access to candidates' online portfolios; previous group and candidate removed.
February 17	Professional Portfolio & Chair/Dept. & Dean/Division Recommendations*	College Promotion & Tenure Review Committee <i>(SVPAA is to convene a meeting of the College P&T Review Committee.)</i>	College Committee and SVPAA receive access to candidates' online portfolios; previous group removed.
March 6	Professional Portfolio & Chair/Dept. & Dean/Division & College Committee Recommendations*	Senior Vice President for Academic Affairs	President receives access to candidates' online portfolios; previous group removed with the exception of SVPAA.
March 13	Professional Portfolio & Chair/Dept. & Dean/Division & College Committee & SVP Recommendations*	President	
Prior to March 25	President's Recommendation*	Candidate	President and SVPAA access removed within ten days if no appeals are necessary.
April 1***	Letter of Request for Appeals Committee	President	
April 22	Appeals Committee Recommendation	President	President and SVPAA access removed within ten days.
May Board Meeting	All Recommendations	Board of Trustees	

* Committee and administrator letters will be uploaded as they are received by the P&T Process Facilitator.

** Department Committees should finish their work a day or two prior to the deadline so that candidates may have time to make recommended cosmetic changes under the supervision of the committee prior to the portfolio's advancement to the next level.

*** Appeals are invoked only at the request of the candidate.