

Promotion and Tenure Review Process

AY 2016/2017

UPDATED

- **April 1, 2016** Submit Notice of Intent to Department Chair and copied to COE Dean
- **April 15, 2016** Department Chair Notice of Eligibility sent to candidate
- **April 22, 2016** Submit a list of five potential External Reviewers to the Department Chair
- **May 20, 2016** Invitation letter sent to External Reviewers
- **June 10, 2016** Submit copies of current vitae and selected scholarship materials to send to external reviewers to the Department Chair
- **July 1, 2016** Send materials to External Reviewers
- **August 26, 2016** External reviewers will submit their letters to the Department Chair
- **September 2, 2016** Appointment of Department Review Committee
- **September 30, 2016** Submission of Documentation Portfolio
- **October 21, 2016** Recommendations of Department Review Committee forwarded to Department Chair
- **November 11, 2016** Recommendations of Department Chair forwarded to College Review Committee
- **December 16, 2016** Recommendations of College Review Committee forwarded to Dean
- **January 23, 2017** Recommendations of Dean forwarded to Vice President for Academic Affairs
- **March, 2017** Recommendations of VPAA forwarded to President
- **April, 2017** Submission of Institutional Recommendations to State Board