

Promotion and Tenure Review Process AY 2017/2018

- **March 31, 2017** Submit Notice of Intent to Department Chair and copied to COE Dean

- **April 14, 2017** Department Chair Notice of Eligibility sent to candidate

- **April 21, 2017** Submit a list of five potential External Reviewers to the Department Chair

- **May 19, 2017** Invitation letter sent to External Reviewers

- **June 9, 2017** Submit copies of current vitae and selected scholarship materials to send to external reviewers to the Department Chair

- **June 30, 2017** Send materials to External Reviewers

- **August 25, 2017** External reviewers will submit their letters to the Department Chair

- **September 1, 2017** Appointment of Department Review Committee

- **September 29, 2017** Submission of Documentation Portfolio

- **October 20, 2017** Recommendations of Department Review Committee forwarded to Department Chair

- **November 10, 2017** Recommendations of Department Chair forwarded to College Review Committee

- **December 15, 2017** Recommendations of College Review Committee forwarded to Dean

- **January 19, 2018** Recommendations of Dean forwarded to Vice President for Academic Affairs

- **March, 2018** Recommendations of VPAA forwarded to President

- **April, 2018** Submission of Institutional Recommendations to State Board