PART V -- PROMOTION AND TENURE CALENDAR

When different, the dates for Mandatory Tenure Candidates Starting in January are in brackets. “All early tenure consideration follows the timetable for August appointments.” See article 4, Table 1.

The due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fell on weekends or holidays.

August 28 The Office of Human Resources and Labor Relations shall notify all members, department chairpersons, appropriate Dean(s) and Department Evaluation Committees that the promotion and tenure process has begun. (See Part III.A.1.a.)

Sept. 6 The DEC shall inform any full-time members of the department who meet the standards specified for promotion (see III.A.1.b).

Sept. 6 Non-tenured members in their sixth year shall be notified that a tenure decision is mandatory. The Office of Human Resources and Labor Relations shall notify the candidate, the Chairperson, and the DEC of those in need of a tenure evaluation.

Sept. 9 Non-tenured members prior to their sixth year who wish to be evaluated for tenure shall notify the DEC in writing (see III.A.2.a).

Sept. 9 All members wishing to be considered for promotion shall make written application to the department Chairperson and to the DEC (see III.A.1.b). Supporting evidence shall be included only with the notice to the DEC if promotion is being sought under the provision that he/she has credentials and/or experience substantially comparable to the listed standards (see II.A.1).

Sept. 16 Candidates seeking equivalent eligibility for promotion shall be informed of the DEC’s decision.

Members to be evaluated should expeditiously meet with the Office of Human Resources and Labor Relations for the purpose of examining his/her personnel file. (see III.B.5)

Sept. 16 The Office of Human Resources and Labor Relations shall make available to the DEC the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement and Part III.C.2.f of this document.

Sept. 16 The DEC chairperson shall inform in writing each member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials, and (3) the opportunity to appear personally before the DEC prior to the making of its recommendation.

Oct. 14 Candidates shall submit their promotion and tenure files to the DEC Chairperson or his/her designee.

Oct. 17 The DEC shall forward the candidates’ promotion and tenure files to the department Chairperson.

Oct. 24 The department Chairperson shall forward the candidates’ files to the DEC.

Nov. 7 The department Chairperson and DEC will each transmit a copy of their written recommendations with supporting reasons to the member, who may append comments within four days.

Nov. 11 The DEC shall transmit a copy of its written recommendations with supporting reasons to the appropriate Dean, together with all materials submitted to and considered by the DEC, subject to Article 4.11.11 of the Collective Bargaining Agreement.

Nov. 11 The department Chairperson shall forward to the appropriate Dean(s) separate written
Oct. 31] evaluations of the candidates.
Dec. 9 The Dean shall review and consider all of the material submitted and make a written
[Nov. 7] recommendation. The recommendation shall be submitted to the member who may append
comments within four days.

Dec. 12 The Dean shall transmit all submitted material to the Promotion and Tenure
[Nov. 7] Committee, subject to Article 4.11.12 of the Collective Bargaining Agreement.

Dec. 15,16 Candidates shall seal their files.
[Nov. 11]

Mar. 3 The Promotion and Tenure Committee shall make a recommendation to the Provost
[Nov. 22] after considering all previously submitted material and recommendations. The Promotion and
Tenure Committee recommendation of the member shall be sent to the member at the time of
issuance.

April 13 The Provost shall make recommendation to the Board, subject to

May 15/31 The Board shall announce its action, subject to Article 4.11.15 of the Collective Bargaining
[Dec. 31] Agreement, on or before May 15 for promotion and on or before May 31 [Dec 31] for tenure.