

Timetables and Action Protocols:

Note: Timetable and protocols for “Tenure Year” (and the preceding spring) are mandatory for all tenure track faculty. The same procedures are used for faculty seeking promotion to associate professor or professor.

SIX-YEAR PROBATION

1	2	3 “Pre-tenure Review”	4	5	6 “Tenure Year”
<p>Dean meets with new faculty for orientation, presenting expectations, procedures, and timetables.</p> <p>If warranted, notice of non-reappointment will be given in writing in accordance with Policy 7.29 (not later than March 1).</p>	<p>Director initiates meeting with candidate and dean to prepare portfolio.</p> <p>Dean reviews portfolio prototype in detail and presents suggestions to candidate.</p> <p>If warranted, notice of non-reappointment will be given in writing in accordance with Policy 7.29 (not later than December 15).</p>	<p style="text-align: center;">Fall-</p> <p>By September 1, candidate submits portfolio to director.</p> <p>By October 1, director coordinates review of portfolio by tenured faculty.</p> <p>By November 1, director considers review of tenured faculty, formulates his/her own review, submits these materials to dean.</p> <p>By December 1, dean considers these materials and formulates his/her own review.</p> <p>By December 15, dean and director go over all materials with candidate, indicating whether or not the candidate is making satisfactory progress. And, dean forwards all materials (except portfolio) to provost.</p> <p>From this point on, until tenure is received, candidate may be continued on probationary status. Or, if warranted, notice of non-reappointment may be given in writing in accordance with Policy 7.29 (could be anytime during the academic year).</p>	<p style="text-align: center;">Fall-</p> <p>Director counsels candidate (if concerns were identified in Pre-tenure).</p>	<p style="text-align: center;">Spring-</p> <p>By March 31 faculty candidate submits a draft portfolio to the director.</p> <p>Director initiates a meeting with candidate and dean to discuss the process.</p> <p>Dean reviews portfolio in detail and presents suggestions.</p>	<p>By August 15, candidate submits contact information of three external reviewers.</p> <p>By September 1, candidate submits three copies of condensed portfolio to dean. Dean will obtain commitments from three external evaluators to provide written reports by October 1 and ship condensed portfolios.</p> <p>By September 15, candidate will submit full application portfolio to director.</p> <p>By October 1, external reviewers’ reports will be received. Dean will forward these to respective director. Director will review the reports, make full portfolio and the external reviewers’ reports available to the school tenure/promotion committee.</p> <p>By November 1, director submits application portfolio and committee reviews to dean, who forwards materials to associate dean for review by college committee.</p> <p>By December 1, committee forwards reviews and recommendations to dean.</p> <p>By February 15, dean forwards his/her own recommendations and all application materials to provost.</p>