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.

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<tr>
<th>1</th>
<th>2</th>
<th>3 “Pre-tenure Review”</th>
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<th>6 “Tenure Year”</th>
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<td>Dean meets with new faculty for orientation, presenting expectations, procedures, and timetables. If warranted, notice of non-reappointment will be given in writing in accordance with Policy E-50A (not later than March 1).</td>
<td>Director initiates meeting with candidate and dean to prepare portfolio. Dean reviews portfolio prototype in detail and presents suggestions to candidate. If warranted, notice of non-reappointment will be given in writing in accordance with Policy E-50A (not later than December 15).</td>
<td>Fall-&lt;br&gt;By September 1, candidate submits portfolio to director. By September 15, director coordinates review of portfolio by tenured faculty. By October 1, director considers review of tenured faculty, formulates his/her own review, submits these materials to dean. By November 1, dean considers these materials and formulates his/her own review. By November 15, dean and director go over all materials with candidate, indicating whether or not the candidate is making satisfactory progress. By December 15, dean forwards all materials (except portfolio) to provost. At this time the candidate may be continued on probationary status. Or, if warranted, notice of non-reappointment will be given in writing in accordance with Policy E-50A (not later than December 15).</td>
<td>Fall-&lt;br&gt;Director counsels candidate (if concerns were identified in Pre-tenure).</td>
<td>Spring-&lt;br&gt;By March 31 faculty candidate submits a draft portfolio to the director. Director initiates a meeting with candidate and dean to discuss the process. Dean reviews portfolio in detail and presents suggestions.</td>
<td>By August 15, candidate submits contact information of five external reviewers. 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. By September 15, candidate will submit full application portfolio to director. 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. By November 1, director submits application portfolio and committee reviews to dean, who forwards materials to associate dean for review by college committee. By December 1, committee forwards reviews and recommendations to dean. By February 15, dean forwards his/her own recommendations and all application materials to provost.</td>
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### FIVE-YEAR PROBATION

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<td><strong>Director initiates meeting with candidate and dean to prepare portfolio.</strong></td>
<td><strong>By March 31 faculty candidate submits a draft portfolio to the director.</strong></td>
<td><strong>By September 1, candidate submits portfolio to director.</strong></td>
<td><strong>By August 15, candidate submits contact information of five external reviewers.</strong></td>
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<td><strong>Dean reviews portfolio prototype in detail and presents suggestions to candidate.</strong></td>
<td><strong>Director initiates a meeting with candidate and dean to discuss the process.</strong></td>
<td><strong>By September 15, director coordinates review of portfolio by tenured faculty.</strong></td>
<td><strong>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.</strong></td>
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<td><strong>If warranted, notice of non-reappointment will be given in writing in accordance with Policy E-50A (not later than December 15).</strong></td>
<td><strong>By October 1, dean considers review of tenured faculty, formulates his/her own review, submits these materials to dean.</strong></td>
<td><strong>By October 1, director considers review of tenured faculty, formulates his/her own review, submits these materials to dean.</strong></td>
<td><strong>By September 15, candidate will submit full application portfolio to director.</strong></td>
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<td><strong>By November 1, dean considers these materials and formulates his/her own review.</strong></td>
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<td><strong>By November 15, dean and director go over all materials with candidate, indicating whether or not the candidate is making satisfactory progress.</strong></td>
<td><strong>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.</strong></td>
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<td><strong>By December 15, dean forwards all materials (except portfolio) to provost.</strong></td>
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<td><strong>At this time the candidate may be continued on probationary status. Or, if warranted, notice of non-reappointment will be given in writing in accordance with Policy E-50A (not later than December 15).</strong></td>
<td><strong>By November 1, director submits application portfolio and committee reviews to dean, who forwards materials to associate dean for review by college committee.</strong></td>
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<td><strong>By February 15, dean forwards his/her own recommendations and all application materials to provost.</strong></td>
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FOUR-YEAR PROBATION

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<td><strong>Fall-</strong> By September 1, candidate submits portfolio to director.</td>
<td><strong>Spring-</strong> By August 15, candidate submits contact information of five external reviewers.</td>
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<td>Dean reviews portfolio prototype in detail and presents suggestions to candidate.</td>
<td>By September 15, director coordinates review of portfolio by tenured faculty.</td>
<td>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.</td>
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<td>If warranted, notice of non-reappointment will be given in writing in accordance with Policy E-50A (not later than March 1).</td>
<td>By October 1, director considers review of tenured faculty, formulates his/her own review, submits these materials to dean.</td>
<td>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.</td>
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<td>By November 1, dean considers these materials and formulates his/her own review.</td>
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<td>By November 15, dean and director go over all materials with candidate, indicating whether or not the candidate is making satisfactory progress.</td>
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## THREE-YEAR PROBATION

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<th>“Tenure Year”</th>
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</table>
| **Director initiates meeting with candidate and dean to prepare portfolio.**  
Dean reviews portfolio prototype in detail and presents suggestions to candidate.  
If warranted, notice of non-reappointment will be given in writing in accordance with Policy E-50A (not later than March 1).  
By August 15, candidate submits contact information of five external reviewers.  
By September 1, candidate submits three copies of condensed portfolio to director.  
By September 15, director coordinates review of portfolio by tenured faculty.  
By October 1, director considers review of tenured faculty, formulates his/her own review, submits these materials to dean.  
By November 1, dean considers these materials and formulates his/her own review.  
By November 15, dean and director go over all materials with candidate, indicating whether or not the candidate is making satisfactory progress.  
By December 15, dean forwards all materials (except portfolio) to provost.  
By February 15, dean forwards his/her own recommendations and all application materials to provost. |
| By September 1, candidate submits portfolio to director.  
By September 15, director coordinates review of portfolio by tenured faculty.  
By October 1, director considers review of tenured faculty, formulates his/her own review, submits these materials to dean.  
By November 1, dean considers these materials and formulates his/her own review.  
By November 15, dean and director go over all materials with candidate, indicating whether or not the candidate is making satisfactory progress.  
By December 15, dean forwards all materials (except portfolio) to provost.  
At this time, the candidate will either proceed with preparation of the tenure application portfolio to be submitted the following August or, notice of non-reappointment will be given in writing in accordance with Policy E-50A (not later than December 15). |
| By September 1, director initiates meeting with candidate and dean to prepare portfolio.  
Dean reviews portfolio prototype in detail and presents suggestions to candidate.  
If warranted, notice of non-reappointment will be given in writing in accordance with Policy E-50A (not later than March 1).  
By August 15, candidate submits contact information of five external reviewers.  
By September 1, candidate submits three copies of condensed portfolio to director.  
By September 15, director coordinates review of portfolio by tenured faculty.  
By October 1, director considers review of tenured faculty, formulates his/her own review, submits these materials to dean.  
By November 1, dean considers these materials and formulates his/her own review.  
By November 15, dean and director go over all materials with candidate, indicating whether or not the candidate is making satisfactory progress.  
By December 15, dean forwards all materials (except portfolio) to provost.  
By February 15, dean forwards his/her own recommendations and all application materials to provost. |
| By September 1, director initiates meeting with candidate and dean to prepare portfolio.  
Dean reviews portfolio prototype in detail and presents suggestions to candidate.  
If warranted, notice of non-reappointment will be given in writing in accordance with Policy E-50A (not later than March 1).  
By August 15, candidate submits contact information of five external reviewers.  
By September 1, candidate submits three copies of condensed portfolio to director.  
By September 15, director coordinates review of portfolio by tenured faculty.  
By October 1, director considers review of tenured faculty, formulates his/her own review, submits these materials to dean.  
By November 1, dean considers these materials and formulates his/her own review.  
By November 15, dean and director go over all materials with candidate, indicating whether or not the candidate is making satisfactory progress.  
By December 15, dean forwards all materials (except portfolio) to provost.  
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By November 15, dean and director go over all materials with candidate, indicating whether or not the candidate is making satisfactory progress.  
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