

## Important Dates and Steps for Promotion & Tenure and Post-Tenure Review

### YEAR BEFORE TENURE DUE (SOP ByLaws – Article IV, Section B)

- Dean notifies all tenure-track faculty, not yet tenured, to seek peer review in writing before September 1 of the sixth year of their probationary period. **September 1 of 6<sup>th</sup> year.**

### YEAR OF TENURE (SOP ByLaws – Article IV, Section B)

- Faculty member notifies Dean with their Letter of Intent - **June 1**
- Upon receipt of petition for review, Faculty Affairs conducts review of faculty member's teaching for subsequent year.
- Petitioner with Chair develops dossier. Dossier Due to the Chair (with copy to the Dean) - **July 1.**
- Department Peer Review is completed by **September 30.**
- Chair solicits external peer reviews of the dossier and writes recommendation with justification. Recommendation, peer reviews and dossier go to Faculty Affairs Chair by first Monday following **October 1**
- Faculty Affairs Chair calls meeting. Faculty Affairs Committee appends written recommendation with justification and presents completed dossier to Dean **November 15.**
- Dean reviews and may solicit external peer reviews. Dean appends written recommendation with justification and presents completed dossier to Provost/President according to University time-table. **December 1**
- Dean provides petitioner with oral summation of prior recommendations and Dean's recommendation maintaining confidentiality of any person's recommendation.
- Faculty member may provide a written rejoinder to Dean on committee's oral recommendation within 10 days of receipt of the recommendation.

### YEAR AFTER TENURE REVIEW (SOP ByLaws – Article IV, Section B)

- If not awarded tenure, given notification of terminal, one-year contract - **May 1.**

### PEER REVIEW FOR TENURED FACULTY (HSC Policy 60.03A)

- Expected every **six years** for tenured faculty.
- Dean's Office notifies faculty member six months prior to commencement of evaluation (**October 1**):
  - a) Date by which the faculty member must submit following materials – **April 1**
    - a. Resume or CV
    - b. Summary Statement of Professional Accomplishments
    - c. Annual Reports
    - d. Teaching Evaluations
    - e. Additional Materials Member Deems Appropriate
    - f. Copies of Annual Reports from Member and Department Chair Summarizing Progress Toward Development Objectives from Prior Review
  - b) Time period covered by the evaluation (**time period since last review**)
  - c) Expected time period after submission of materials by which a meeting shall be scheduled with the peer review committee. (**next 8-10 weeks**)
  - d) Anticipated date by which the final Evaluation Report with recommendations shall be completed (per policy, nine months from initial notification) – **July 1**
- Member has the chance to meet with the committee
- Evaluation Report is compiled in writing and distributed for review and appropriate action by faculty member, Department Chair, Dean or Dean's Designee and the President. Report is due 9 months after initial notification. **July 1**
- Faculty member may challenge the report.