

## School of Arts & Letters

### DEADLINES: 2008 - 2009

<b>September 5, 2008</b>	Provide the Dean's Office with a list of candidates who will be applying for promotion, tenure, or participating in the pre-tenure process. Set-up departmental promotion and tenure committee and time-line for departmental reviews, if applicable.
<b>October 23, 2008</b>	Departmental level procedures for promotion and tenure should be complete.
<b>October 24, 2008</b>	Tenure or Promotion Review files with recommendations from department committees and department heads submitted by department heads to Dean's Office.
<b>November 21, 2008</b>	Tenure and Promotion files and recommendations submitted by A&L Review Committee to A&L Dean.
<b>November 28, 2008</b>	School-level procedures for promotion and tenure should be complete.
<b>December 1, 2008</b>	Tenure and Promotion files and recommendations submitted by A&L Dean to VPAA.
<b>January 13, 2009</b>	Post-Tenure Review documentation files due in the Dean's Office
<b>January 19, 2009</b>	VPAA submits recommendations on promotion and tenure to President and notifies candidates of decisions.
<b>February 13, 2009</b>	Pre-Tenure Review Documentation Files submitted by faculty to Dean's Office.
<b>February 25, 2009</b>	Post-Tenure Review reports delivered by A&L Review Committee to the head of the faculty members' administrative unit, usually the department head. The department head furnishes a copy of the report of the Committee on Post-Tenure Review to the appropriate academic dean and the Vice President for Academic Affairs for review, comment, revision, and approval.
<b>February 27, 2009</b>	Post-Tenure Review Committee reports due in Dean's office.
<b>March/April 2009</b>	Department Head and Dean discuss Post-Tenure Review reports with faculty member. Faculty response (if any) appended to report. Final Post-Tenure report distributed by Department Head to Dean and VPAA.
<b>April 1, 2009</b>	Pre-Tenure Review reports delivered by A&L Review Committee to department heads. The department head provides copies to the Dean and VPAA for review, comment, revision, and approval.
<b>April 14, 2009</b>	Completion of Department Heads' discussion of Pre-Tenure Review with individual faculty members.
<b>April 29, 2009</b>	Faculty response (if any) to Pre-Tenure Review appended to report.
<b>April 30, 2009</b>	Dean notifies faculty members who will undergo Post-Tenure Review for 2009 – 2010.
<b>May 4, 2009</b>	Pre-Tenure Report placed on file with department head, Dean, and VPAA.