

REAPPOINTMENT, PROMOTION AND TENURE SCHEDULE

2017-2018 Academic Year

August 1, 2017	Office of the Provost provides rosters and cover pages for candidates for reappointment and mandatory tenure review to college deans for distribution to departments.
August 14, 2017	Candidates for 1) non-mandatory tenure review and 2) promotion to full professor provide notification to the department chair and the dean of the intent to apply for tenure review or promotion to full.
August 21, 2017	Chair and membership of departmental RPT committee and, if applicable, the full professor committee due to the dean and the provost from the department chair. Dean notifies the provost of faculty applying for 1) tenure review in a non-mandatory year and 2) faculty seeking promotion to full professor. Office of the Provost then provides cover pages for these candidates.
August 25, 2017	Fall RPT meeting with the provost. Open to all, but deans, department chairs and committee chairs are specifically requested to attend.
September 5, 2017 Reappointment	Candidate's reappointment dossier due electronically to Department RPT Committee. Candidate will not be able to make changes to the dossier after 4:30 pm. Committee access to the electronic dossier begins at 4:30 pm.
September 18, 2017 Tenure/Promotion	Candidate's dossier due electronically to Department RPT Committee by 4:30 pm. Candidate will not be able to make changes to the dossier after 4:30 pm. Committee access to the dossier begins at 4:30 pm.
September 25, 2017 Reappointment	Department RPT Committee recommendation due to department chair by 4:30 pm. Letter is addressed to the department chair and sent in hard copy form with a copy to the candidate. Committee access to the electronic dossier ends at 4:30 pm.
October 9, 2017 Tenure/Promotion	Department RPT Committee recommendation due to department chair by 4:30 pm. Letter is addressed to the department chair and sent in hard copy form with a copy to the candidate. Committee access to dossier ends at 4:30 pm.
October 18, 2017 Reappointment	Department chair's recommendation due to the dean by 4:30 pm. Letter is addressed to the dean, sent in hard copy form, and copied to the Department RPT Committee members and the candidate. The chair's access to the electronic dossier ends at 4:30 pm.
October 30, 2017 Tenure/Promotion	Department chair's recommendation due to the dean by 4:30 pm. Letter is addressed to the dean, sent in hard copy form, and copied to the Department RPT Committee members and the candidate. The chair's access to the electronic dossier ends at 4:30 pm.
November 8, 2017 Reappointment	Dean's recommendation due to the provost by 4:30 pm. Letter is addressed to the provost, sent in hard copy form, and copied to the department chair, the Department RPT Committee members, and the candidate. The dean's access to the electronic dossier ends at 4:30 pm.
November 21, 2017 Tenure/Promotion	Dean's recommendation due to provost by 4:30 pm. Letter is addressed to the provost, sent in hard copy form, and copied to the department chair and the Department RPT Committee members with a copy to the candidate. The dean's access to the dossier ends at 4:30 pm.
December 1, 2017 Reappointment	Provost recommendation due to the president. Letter is addressed to the president, sent in hard copy form with copies to the dean, department chair, and Department RPT Committee members with a copy to the candidate. The Office of the Provost uploads all letters into the electronic dossier. These letters remain a permanent part of the candidate's dossier. NOTE: This is the last day for the provost to notify second year probationary faculty of non-reappointment.
December 15, 2017 Tenure/Promotion	Provost recommendation due to the president. Letter is addressed to the president, sent in hard copy with copies to the dean, department chair, and Department RPT (or Full Professor) Committee members with a copy to the candidate. The Office of the Provost uploads all letters into the electronic dossier. These letters will remain a permanent part of the candidate's dossier.
March 2018	President submits reappointment, promotion and tenure recommendations to the BOR.