

POST-TENURE REVIEW PROCESS TIME LINE FOR ACADEMIC YEAR 2015 – 2016

| Deadline | Action |
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| April 2015 | As per the Faculty Bylaws, notification letters will be sent by the appropriate dean to tenured faculty members eligible for review at least <u>six months prior</u> to the actual post-tenure review. |
| October 12, 2015 | Faculty member packets must be completed by faculty to be reviewed and delivered to the appropriate Department Chair. |
| No later than October 23, 2015 | Departmental P&T Committee reviews the material and presents its recommendations -- both orally and in writing -- to the Department Chair. |
| No later than November 6, 2015 | <p>Department Chair submits faculty member packets to the Chair of the School/College Promotion and Tenure Committee (through Shay Singleterry, Faculty Affairs Coordinator) along with the recommendations of the department P&T committee and department chair.</p> <p>Department Chair notifies each tenured faculty member of the recommendation of the Departmental P&T Committee and Department Chair.</p> <p>The candidate/faculty member should receive written notice within 15 working days of the decision at each step of the P&T recommendation process. Please notify Shay Singleterry, Faculty Affairs, when the candidate/faculty member has been notified.</p> |
| Week of November 9, 2015 (day will vary as determined by the needs of each school/college) | Faculty member packets delivered to all members of the appropriate School/College Promotion and Tenure Committee (<i>regular and ad hoc</i>) |
| Week of November 16, 2015 (day will vary as determined by the needs of each school/college) | School/College P&T Committee will meet to review all tenured faculty members eligible for post-tenure review. The faculty member will address the school/college promotion and tenure committee but shall not be present during the official reviews. |
| Week of November 23, 2015 (day will vary determined by the needs of each school/college) | <p>As per the Faculty Bylaws, the School/College P&T Committee chair delivers the committee recommendations -- orally and in writing -- to the appropriate dean. The School/College P&T Committee will notify the faculty member of its evaluation in writing.</p> <p>The candidate/faculty member should receive written notice within 15 working days of the decision at each step of the P&T recommendation process. Please notify Shay Singleterry, Faculty Affairs, when the candidate/faculty member has been notified.</p> |
| Within 15 working days of the decision. | <p>The appropriate dean shall forward his/her written evaluation to the faculty member and the department chair.</p> <p>The candidate/faculty member should receive written notice within 15 working days of the decision at each step of the P&T recommendation process. Please notify Shay Singleterry, Faculty Affairs, when the candidate/faculty member has been notified.</p> |
| Appeal Deadline | Action |
| Within 15 working days of receipt of written action from the appropriate dean. | Faculty member can appeal -- in writing -- to the Faculty Grievance and Appeal Committee. |
| | Faculty Grievance and Appeal Committee makes its recommendation to the President through the Provost. |