

College of Science and Mathematics Promotion and Tenure Calendar 2018-2019

March 15, 2018 College Notifies Faculty –

Faculty will be notified, in writing, of their eligibility for Promotion and/or Tenure for the 2016-2017 academic year submission with copy of the approved College Promotion & Tenure calendar. The notification will be made on the Office of the Dean letterhead with the Department Chair copied.

August 6, 2018 Portfolios to the Departmental Promotion and Tenure Committee –

Candidates for promotion or tenure submit portfolios to departmental Promotion & Tenure committees to begin the review process.

August 20, 2018 Portfolios to Department Chair –

Department Promotion & Tenure Committee submits portfolios with individual recommendations to appropriate department chair for review.

September 4, 2018 Portfolios to College Promotion and Tenure Committee –

Department chairs submit portfolios with individual recommendations to the College of Science and Mathematics Promotion, Tenure, and Review Committee.

September 18, 2018 Portfolios to Dean, College of Science and Mathematics –

College Promotion, Tenure, and Review Committee submits portfolios with individual recommendations to the Dean of the College of Science and Mathematics.

October 2, 2018 Portfolios and Appeals to the University P & T Committee –

Dean submits the approved portfolios to the University P & T Committee to begin the review and approval decision. These will be uploaded into a Box account provided to the Dean's Office representative.

November 1, 2018 Portfolios and Appeals to the Vice President for Academic & Faculty Affairs –

University P & T committee submits the approved portfolios to the Vice President for Academic & Faculty Affairs to begin the Institutional review and approval decision.

December 14, 2018 Portfolios and Appeals to the Executive Vice President for Academic Affairs & Provost –

VP for Academic & Faculty Affairs submits the approved portfolios to the Executive Vice President for Academic Affairs & Provost to the President for his review and approval decision.

February 1, 2019 Application Forms / Portfolios to Human Resources –

Executive Vice President for Academic Affairs & Provost provides the approved promotion and tenure application forms/portfolios to Human Resources for data entry into PeopleSoft.

February 8, 2019 Approval Letters Distributed –

Approval letters from the Executive Vice President for Academic Affairs & Provost are distributed to the respective Dean/VP/Director and copy forwarded to HR-Faculty Support Services.

February 2019 USO Extract –

Preparation of Report to be submitted to the Board of Regents

March 1, 2019 2018-2019 Promotion and Tenure Process Begins