COLLEGE OF ARTS & SCIENCES

2017/18 TENURE AND PROMOTION SCHEDULE*

See the CAS Faculty and Staff Handbook for full explanation of policies and procedures

Please note that this calendar outlines dates for college level deadlines. The department should set clear internal deadlines to ensure that the below deadlines are met, especially in regards to materials submitted to the department by the candidate.

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| October 17 12-1:30            | Luncheon for all Department Chairs and 
| The Castle                    | departmental tenure & promotion 
|                               | coordinators (most commonly 
|                               | the Department Administrator) 
|                               | with 2017/18 tenure and promotion 
|                               | or promotion only cases. |

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| Spring Semester               | Student letters should be solicited 
|                               | before the end of the semester. |
| Jan Date TBD                  | Luncheon for all candidates for 
|                               | tenure & promotion. |
| January 17                    | Dean sends letter notifying 
|                               | candidates they will be 
|                               | reviewed for tenure & 
|                               | promotion in the 2017/18 cycle. |
| March 3                       | By this date Department Chair, 
|                               | departmental tenure & 
|                               | promotion coordinator, 
|                               | and candidate should have 
|                               | met to outline a clear, 
|                               | internal schedule for 
|                               | reaching all of the 
|                               | deadlines in the process 
|                               | at the Department 
|                               | level for the 2017/18 cases. |
| April 7                       | Department submits list of 20 
|                               | potential external evaluators 
|                               | to the Tenure & 
|                               | Promotion Coordinator. 
|                               | Department submits 
|                               | electronic copy of candidate’s 
|                               | CV to the Tenure & Promotion 
|                               | Coordinator. This is the 
|                               | final version of the CV 
|                               | that will be seen by 
|                               | external evaluators. Updates 
|                               | may be submitted separately. 
|                               | Department also submits 
|                               | Candidate Information Sheet 
|                               | to the Tenure & Promotion 
|                               | Coordinator. |
| April 21                      |Department submits websites** 
|                               | (containing CV, research and 
|                               | teaching statements, and 5-12 
|                               | of the candidate’s most 
|                               | significant publications) 
|                               | to be sent to external 
|                               | evaluators to the Tenure & 
|                               | Promotion Coordinator. Any 
|                               | hardcopy materials for the 
|                               | evaluators (e.g. books) 
|                               | should also be submitted at 
|                               | this time. The Tenure & 
|                               | Promotion Coordinator 
|                               | sends materials to external 
|                               | evaluators as soon as they 
|                               | become available. The Tenure & 
|                               | Promotion Coordinator 
|                               | invites external evaluators 
|                               | to participate in the reviews. |
| July 21                       | Deadline to send updates to 
|                               | external evaluators, via 
|                               | the Tenure & Promotion 
|                               | Coordinator. |
| July 28                       | External evaluator letters are 
|                               | due to CAS. They are posted 
|                               | on the CAS T&P web server** 
|                               | as received, accessible 
|                               | to departmental 
|                               | Chair and departmental 
|                               | tenure & promotion coordinator. |
| August – timing up to Dept.   | Candidate submits completed Part II 
|                               | to the department. Any 
|                               | supporting materials that 
|                               | the department may 
|                               | need to be able to make an 
|                               | informed decision on the 
|                               | case should also be submitted 
|                               | at this time. |
| August 18                     | Department electronically 
|                               | submits candidate’s Fall 2017 
|                               | syllabi and teaching 
|                               | schedule to the Tenure & 
|                               | Promotion Coordinator. |
| August 25                     | Department posts the candidate’s 
|                               | part II form, publications, 
|                               | supporting materials and 
|                               | student course 
|                               | evaluations on the CAS T&P 
|                               | server. |
| September 29                  | Department reports (full and 
|                               | redacted) are due to the 
|                               | Tenure & Promotion Coordinator. 
|                               | Candidates receive 
|                               | redacted version within 3 
|                               | weeks. Parts I and III 
|                               | (including student letters 
|                               | and classroom visits) should 
|                               | be posted on the CAS T&P 
|                               | server. Redacted reports 
|                               | should be emailed to the 
|                               | Tenure & Promotion 
|                               | Coordinator as a word doc 
|                               | with tracked changes. |
| October-January               | CAS APT reviews candidates for 
|                               | Tenure & Promotion. A redacted 
|                               | report is forwarded to 
|                               | the candidate as soon as 
|                               | is practicable. The Dean 
|                               | reviews candidates for 
|                               | Tenure & Promotion. A redacted 
|                               | report is forwarded to 
|                               | the candidate as soon as 
|                               | is practicable. |

2018

| January                      | APT and Dean complete their 
|                               | reviews. Remaining redacted 
|                               | reports forwarded to the 
|                               | candidate as soon as is 
|                               | practicable. |
| February 1                   | Deadline for submission of all 
|                               | materials to the Provost (Tenure 
|                               | & Promotion only). |
| By May 15                    | Candidates receive notification 
|                               | of the recommendation of the 
|                               | President. |

*Please note that this schedule does not include dates for cases for promotion to Professor.
**Not all hyperlinks are accessible to candidates.