COE Timetable for Tenure & Promotion Candidates

*Guidelines and all the appropriate forms can be found on the Provost’s website at [http://www.bu.edu/provost/ao/fas/forms-library/](http://www.bu.edu/provost/ao/fas/forms-library/). Please note: Only the forms found on the website should be used since they include the most up-to-date versions of all the forms.*

January 31, 2015: Notification letters are sent from the Dean to all tenure and promotion candidates.

February 1, 2015: The Candidate/Department sends a list of potential external evaluators, requesting review of their candidates to the Dean’s Office. (No more than 3 from candidate will be used) The candidate also submits their CV.

February 15, 2015: The Dean begins soliciting external reviews.

April 1, 2015: **Candidates submit their completed Part II’s, and Supporting Materials.**

July 3, 2015: The Department sends the Application binders with the candidates completed Part’s I, and III to the Director of Faculty/Staff Administration. **Binders not submitted by this date will not be reviewed by the APT Committee.**

August 15, 2015: The College APT Committee begins to review cases.

October 1, 2015: The College APT Committee completes their Part IV Report for all internal Promotion candidates from Associate Professor to Professor.

Mid-October 2015: The Dean begins to review and compose reports for the Promotion only candidates. After the Dean has made a recommendation for each candidate, he informs the candidate of that decision in a letter.

November 1, 2015: The College APT Committee completes their Part IV Report for all internal cases of promotion from Assistant Professor to Associate Professor (with or without tenure), and cases for tenure only.

Mid-November 2015: The Dean begins to review and compose reports for the Tenure and Promotion candidates. After the Dean has made a recommendation for each candidate, he informs the candidate of that decision in a letter.
November 13, 2015: Internal cases of promotion from Associate Professor to Professor are due to the Provost Office

February 1, 2016: Internal cases of promotion from Assistant Professor to Associate Professor (with or without tenure), and cases for tenure only are due to the Provost Office

Mid-March 2016: Promotion candidates from Associate Professor to Professor are notified of final approval by the President and the Board of Trustees

Mid-May 2016: Promotion candidates from Assistant Professor to Associate Professor (with or without tenure) and tenure only candidates are notified of final approval by the President and the Board of Trustees

Case Confirmation and Preliminary Preparation
The Provost’s office provides a preliminary list of tenure review candidates for confirmation by the Director of Faculty/Staff Administration in early November. The Dean confirms a final list in mid-December. The Dean must also provide the Provost’s office with a list of expected promotion candidates at that time. Notification letters must be sent from the Dean to all tenure candidates by January 31 and to all promotion candidates when it is confirmed that they will be reviewed.

Candidate’s Vita (Part II) and Supporting Materials
The candidate works with the Director of Faculty/Staff Administration to prepare the Candidate’s Vita (Part II) and their Supporting Materials. Ideally, candidates will have been compiling a dossier and supporting materials (publications, grant proposals, teaching materials, etc.) since their hire and will only need to add their most recent work and to properly format materials at this stage. The candidate’s list of publications should be in reverse chronological order. Particular care should be given regarding citations of their work. A table should be crafted of total citations per year from the WEB of Science (or other suitable source) for each past relevant year.

External and Student Evaluations
The candidate is encouraged to furnish the School/College with names of outside scholars and experts deemed competent to evaluate the candidate’s scholarly and professional activities. However, no review level of the tenure and/or promotion process is required to use the names provided by the candidate. If candidate suggestions are used, no more than three (3) of these evaluators may be contacted. Each case must include 10-12 letters from external evaluators. Promotions to full professor cases require 6 core letters; these letters must be written by people who are arm’s length to the candidate.

Tenure/Promotion Seminars and Teaching Assessments
Each candidate under review for tenure and/or promotion is required to give a seminar in the spring semester. (Tenured Associate Professors seeking promotion to Full Professor will not be required to give a seminar.) The seminar should occur between March and May.