

## PROMOTION AND TENURE SCHEDULE

December 1	Faculty wishing to be considered for promotion and /or tenure must have an updated vita and other supporting documents on file with the Unit Head.
December 15	Following a review of material on file for each eligible faculty, the Unit Head forwards recommendations for promotion / tenure to the Provost and Vice Chancellor for Academic Affairs.  The Unit Head notifies the candidates of recommendation for promotion / tenure.
December 18	Faculty not receiving a recommendation may file a written appeal with the Provost and Vice Chancellor for Academic Affairs for further consideration.  If a candidate appeals, the unit head will forward the recommendation for denial and all relevant documents to the Provost and Vice Chancellor for Academic Affairs.
First Day of Class for Spring Semester	The Provost and Vice Chancellor for Academic Affairs forwards the Unit Head's recommendation and any appeals to campus-wide review committee for each candidate.
January 25	Each member of each committee submits an unsigned recommendation to the Provost and Vice Chancellor for Academic Affairs.
February 1	The Provost and Vice Chancellor for Academic Affairs submits recommendations to the Chancellor.  The Provost and Vice Chancellor for Academic Affairs notifies each candidate of his / her recommendation.
February 5	Candidates receiving a negative recommendation may submit a written appeal to the Chancellor.
February 10	The Chancellor submits a recommendation on each candidate to the President.  The Chancellor notifies each candidate of his / her recommendation.
Five (5) days after Notice of negative recommendation from the Chancellor	Candidates receiving a negative recommendation from the Chancellor may file a written appeal with the President.  Upon notification of a candidate filing an appeal with the President, the Chancellor will forward submitted documents and recommendations to the President.

Deadlines which fall on a weekend or vacation day are extended to the next working day. In this case, candidates are to have at least three days to file an appeal of a unit head's denial of recommendation and at least four days to file an appeal of the Provost and Vice Chancellor for Academic Affairs' denial of recommendation.