

# Promotion & Tenure Dossier Timeline

College of Fine Arts

## SPRING



### Candidates

- ▶ If a faculty member is invoking her right for consideration of promotion to full professor in or after her tenth year in rank, that request must be made to Department Chair by February 1.
- ▶ Requests promotion from Department Chair/Director (by March)



### Chair

- ▶ Generates list of promotion candidates
- ▶ Discusses each candidate with Budget Council



### Budget/Exec Council

- ▶ Performs a preliminary review to determine whether or not to accept each case for review in the fall (with exception of up-or-out tenure cases, which happen regardless). A subcommittee could be used for this.
- ▶ Reviews and finalizes list of promotion candidates
- ▶ Assists department chair in generating list of potential letter writers at chair's request.



### Chair

- ▶ Provides final list of promotion candidates to Dean's Office
- ▶ With Budget Council and candidate, develops list of letter writers for each candidate.
- ▶ Provides list of letter writers for each candidate to Dean's Office.
- ▶ Drafts solicitation letter, tailored for the candidate's specific field.
- ▶ Provides draft solicitation letter to Dean's Office.



### Dean

- ▶ Provides final list of promotion candidates to Provost's Office.
- ▶ Reviews and approves list of letter writers.
- ▶ Reviews and approves solicitation letter.

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## Candidates

- ▶ Gets copies of book & all publications and/or documentation of all creative works (5 most significant works, 2 copies for the file + 8 copies to send to external reviewers. For all other publications/creative work, only need 1 copy).
- ▶ Reviews list of external reviewers with the chair (and decides whether or not to include an optional statement objecting to one or several external reviewers & why)
- ▶ Assembles dossier for external reviewers, create 9 copies (8 to send out, 1 extra)
  - ▶ Includes: Table of Contents, CV, Creative Research Statement, List of 5 Most Significant Works/Publications, Copies/Documentation of 5 Most Significant Works, and any other material at the candidate's discretion. NOTE: this could be 100% electronic.
- ▶ Begins assembling tenure dossier, see guidelines on [Provost Website](#)

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## SUMMER

### Chair / Department EA

- ▶ Requests External Review Letters

### Candidates

- ▶ Continues assembling tenure dossier, see guidelines on [Provost Website](#)

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## AUGUST

### Candidates

- ▶ Submits dossier materials to Department EA (per Provost guidelines). Departments can specify this deadline.

### Department EA

- ▶ Follows up with External Review Letter writers.
- ▶ Finalizes dossiers
- ▶ Makes sure that the “candidate file check” occurs before materials are reviewed by Budget Council.

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## SEPTEMBER

### Budget/Exec Council

- ▶ Reviews dossiers (a subcommittee could be used for this)
- ▶ Votes to promote or not to promote
- ▶ Generates summary statements for teaching, research, service, advising, and honors. (a subcommittee could be used for this)

### Chair

- ▶ Writes department chair statement for each candidate

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## OCTOBER/NOVEMBER

### Department EA

- ▶ Adds Budget Council statements, Chair's recommendation to dossiers
- ▶ Submits dossiers to Dean's Office – **Due October 4**

### Dean's EA

- ▶ Proofs dossiers
- ▶ Coordinates with Department EA's for edits, corrections, etc.

### College Advisory Council

- ▶ Reviews dossiers
- ▶ Votes to promote or not promote

### Dean

- ▶ Writes assessment for each candidate

### Dean's EA

- ▶ Adds College Advisory Council votes, Dean's assessment to dossiers
- ▶ Submits dossiers to Provost's Office – **Due November 18**

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## DECEMBER



Provost's Office

- ▶ Proofs dossiers
- ▶ Coordinates with Dean's EA for edits, corrections, etc.

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## JANUARY



Presidential Committee

- ▶ Reviews dossiers
- ▶ Discusses with Dean
- ▶ Advises President

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## FEBRUARY



Provost's Office

- ▶ Announces promotion and tenure results – **February**