Important Dates and Steps for Promotion & Tenure and Post-Tenure Review

YEAR BEFORE TENURE DUE (SOP ByLaws – Article IV, Section B)
- Dean notifies all tenure-track faculty, not yet tenured, to seek peer review in writing before September 1 of the sixth year of their probationary period. September 1 of 6th year.

YEAR OF TENURE (SOP ByLaws – Article IV, Section B)
- Faculty member notifies Dean with their Letter of Intent - June 1
- Upon receipt of petition for review, Faculty Affairs conducts review of faculty member’s teaching for subsequent year.
- Petitioner with Chair develops dossier. Dossier Due to the Chair (with copy to the Dean) - July 1.
- Department Peer Review is completed by September 30.
- Chair solicits external peer reviews of the dossier and writes recommendation with justification. Recommendation, peer reviews and dossier go to Faculty Affairs Chair by first Monday following October 1
- Faculty Affairs Chair calls meeting. Faculty Affairs Committee appends written recommendation with justification and presents completed dossier to Dean November 15.
- Dean reviews and may solicit external peer reviews. Dean appends written recommendation with justification and presents completed dossier to Provost/President according to University time-table. December 1
- Dean provides petitioner with oral summation of prior recommendations and Dean’s recommendation maintaining confidentiality of any person’s recommendation.
- Faculty member may provide a written rejoinder to Dean on committee’s oral recommendation within 10 days of receipt of the recommendation.

YEAR AFTER TENURE REVIEW (SOP ByLaws – Article IV, Section B)
- If not awarded tenure, given notification of terminal, one-year contract - May 1.

PEER REVIEW FOR TENURED FACULTY (HSC Policy 60.03A)
- Expected every six years for tenured faculty.
- Dean’s Office notifies faculty member six months prior to commencement of evaluation (October 1):
  a) Date by which the faculty member must submit following materials – April 1
    a. Resume or CV
    b. Summary Statement of Professional Accomplishments
    c. Annual Reports
    d. Teaching Evaluations
    e. Additional Materials Member Deems Appropriate
    f. Copies of Annual Reports from Member and Department Chair Summarizing Progress Toward Development Objectives from Prior Review
  b) Time period covered by the evaluation (time period since last review)
  c) Expected time period after submission of materials by which a meeting shall be scheduled with the peer review committee. (next 8-10 weeks)
  d) Anticipated date by which the final Evaluation Report with recommendations shall be completed (per policy, nine months from initial notification) – July 1
- Member has the chance to meet with the committee
- Evaluation Report is compiled in writing and distributed for review and appropriate action by faculty member, Department Chair, Dean or Dean’s Designee and the President. Report is due 9 months after initial notification. July 1
- Faculty member may challenge the report.