

2023-2024 PROMOTION/TENURE REVIEW SCHEDULE
***DEADLINES MAY CHANGE DUE TO CIRCUMSTANCES**

REVIEW:	FACULTY:	FPC REVIEWERS: (2)	LETTER WRITERS (Div. Head, Dept. Chair & Tenured Fac)
Assoc & Tenure	Carolyn Brodie		Adam Brustkern, Todd Little,
Assoc & Tenure	Aswati Subramanian		Adam Brustkern, Ryan Rehmeier,
Full Professor	Derek Lyons		Adam Brustkern, Lindsay Ditzler,

(FPC Reviewers; please remind your candidates to contact their letter writers.)

Faculty Handbook: Part III, Personnel Procedures, Section 5: Procedures for Tenure; Section 6: Procedures for Promotion

*Candidates will be required to upload their review materials to Interfolio

Promotion/Tenure Candidate Timeline:

September 2023	October 2023	November/December 2023	January 2024	February 2024
<p>By Friday, September 15:</p> <ul style="list-style-type: none"> -Candidate submits 2 colleague names (other than letter writers) -Required off-campus letter writers -Self-evaluation -C.V. -Syllabi -Other supporting materials 	<p>Two members of FPC sit in on the candidate's classes by Friday, October 13.</p> <p>All letters from letter writers are due by Friday, October 27.</p> <p>File closed by Friday, October 27.</p>	<p>FPC reviews file, meets with candidate, and makes recommendation to the dean by Friday, November 17.</p> <p>The dean meets with the candidate after FPC meets with them, then submits both his and FPC's recommendations to the president by Friday, December 1.</p> <p>Dean meets with candidate by Friday, December 8 to share results.</p>	<p>The candidate(s) promo and tenure status to be voted on by the Learning Programs Committee (LPC). Date to be determined.</p>	<p>The candidate(s) promo and tenure status to be voted on by the full Board of Trustees. Date to be determined.</p> <p>Following the Board of Trustees meeting, the Dean will meet with the candidate(s) to inform them of the decision.</p>