



Tenure Schedule for Spring 2024 Cycle

This schedule is to be used **ONLY** for tenure candidates whose probationary period ends on **December 31, 2024**.

To provide timely notice of tenure and promotion decisions from the provost to the candidate in the fall semester, the portfolio must be submitted in Lyterati by the dean to the provost before **April 1, 2024**. Please refer to Section 2 of the Rules and Procedures of the Faculty for process details. Department chairs must consult with dean's office to ensure any college-specific guidelines are followed for additional requirements.

Each individual college is responsible for defining a schedule to ensure timely submission deadlines to accommodate the April deadline. The department chair and/or dean's office must inform the candidate and the Provost's Office about any concerns in meeting the deadline.

Steps in Tenure and Promotion Process:

Confirming Candidates for Review:

1. By **March** of each year, the Provost's Office will provide each college with a list of faculty due for tenure review in the upcoming academic year.
2. The Dean's Office will review this list with their departments for accuracy, and inform the Provost Office of any discrepancies. The Dean's Office will also provide a list of early tenure review cases for the upcoming academic year.

External Evaluator List Process and Timeline:

1. During the **spring and summer months**, department chairs hold necessary discussions with candidates and department/faculty evaluators to draft a list of potential external reviewers (see [Best Practices in Faculty Evaluation on the Provost's Website under Promotion, Tenure and Reappointment](#)).
2. Using the [templates](#), the chairperson forwards the complete list to the dean for review.
3. The dean must submit all lists of external evaluators to the Provost Office by **October 14th** to allow at least two weeks for the provost to respond with approval.
4. During the month of **November**, the candidate's CV, statement on research and scholarship, and scholarly materials are sent to external evaluators who have agreed to review the file.

Lyterati:

1. Candidates may begin to upload materials to Lyterati in **mid-December**, when the modules have been launched and announced for the spring review cycle.
2. Candidates, department chairs, and all other faculty reviewers and individuals involved in the review process must follow individual college timelines to ensure timely submission of the dossier from the Dean to the Provost Office by **April 1st**.

The provost expects quality checks at each level to ensure all documents are included in Lyterati to avoid having to send the dossier back for corrections. College Level Administrators are responsible for completing a full review of the online dossier to ensure all letters are uploaded and buckets are completed in the Lyterati system before submitting the dossier to the dean.



Provost Recommendation Letters:

- The fall semester Board of Trustees meeting is typically scheduled in **October** of each year.
- At least a week prior to this meeting, candidates should expect to receive a letter from the provost indicating the recommendation that will be made to the board.
- Candidates will receive an official decision letter of tenure and/or promotion in the week following the Board of Trustees meeting.

January 2023