



Tenure and Promotion Schedule for Fall 2023 Cycle

This schedule should be used for tenure candidates whose probationary period ends in August 2024 and candidates for promotion to full professor.

To provide timely notice of tenure and or promotion decisions from the provost to the candidate in the late spring, the portfolio must be submitted in Lyterati by the dean to the provost before **January 14, 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 January 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 and promotion to full professor review cases for the upcoming academic year.

External Evaluator List Process and Timeline:

1. During the month of **March**, 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 **April 7th** to allow at least two weeks for the provost to respond with approval.
4. During the spring and early summer months, 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-August**, when the modules have been launched and announced for the academic year 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 **January 14th**.

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 late spring semester Board of Trustees meeting is typically scheduled in **May** of each year.
- At least one 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