MEMORANDUM

TO: All Deans
FROM: Beverly J. Warren
Provost and Senior Vice President for Academic Affairs
DATE: March 18, 2014
RE: Promotion and Tenure Calendar for 2014-2015

The following is the University Promotion and Tenure schedule for 2014-2015. Please forward this information to the person in your school/college who handles promotion and tenure matters reminding them that any revision to your unit’s P&T Guidelines must be submitted to the University P&T Policy Review Committee for approval.

PROMOTION AND TENURE CALENDAR 2014-2015

Date to be determined by each Dean:
Documents and recommendations from Department and school/college committees should be sent to the appropriate dean. Schools should establish and implement their own internal calendar based on their school’s P&T guidelines. (Note: Allow ample time for the Dean to meet with each candidate to review his/her promotion and tenure files before the files are due in the vice president’s office. Please remember that candidates are allowed 10 days to submit a rebuttal. Allow enough time for this to be included in the notebook by the due date. All materials must be included in the notebook at the time of submission. Please see Section 8.1 of the University Faculty Promotion and Tenure Policy and Procedures).

February 4, 2015
Deans submit files and recommendations to the appropriate vice president.

March 4, 2015
Vice Presidents submit files and recommendations to the President, who submits the recommendations to the Board of Visitors during the May 2015 meeting.