

Promotion and Tenure Timeline

STEPS	DATE DUE FOR APRIL BOT DECISION	DATE DUE FOR OCTOBER BOT DECISION
1. Faculty member presents letter of “ <i>Consideration for Promotion and Tenure</i> ” to his/her Director at the <i>beginning</i> of the year that completes the time frame for eligibility. The decision will take effect the following year.	October 1	March 1
2. Faculty member’s Director verifies eligibility, encouraging and supporting the continuation.	October 15	March 15
During this time all faculty go through annual review by Director		
3. Faculty member’s Portfolio is submitted to Director who in turn submits it to the Promotion and Tenure Committee with a letter of affirmation.	Feb 1	August 1
4. Portfolio is evaluated by Promotion and Tenure Committee.	Feb 15	August 15
5. When approved: <ul style="list-style-type: none"> • Promotion & Tenure Committee sends to Academic Affairs, • Academic Affairs sends to the President’s Cabinet, • President’s Cabinet sends to Board of Trustees. 	March	September
6. Board of Trustees confirms or postpones decision	3rd Thursday each April	3rd Thursday each October
<p>*If a Director is eligible for Promotion or Tenure, the Vice President for Academic Affairs takes the role of the Director</p> <p>** CONTRACT: A contract will be extended under the previous status. A revised contract will be drawn up when promoted. If promotion occurs in October, having started employment in January, then an addendum to the contract will be drawn up reflecting the pay increase and change in rank.</p>		