T&P Toolkit – Process

Timeline – Tenure and Promotion Applications

Suggested timeline for applications requiring an Adjudicating Committee recommendation by November 1 of the same calendar year.

FPC=File Preparation Committee   AC=Adjudicating Committee

January	July/August
Adjudicating Committees (AC's) formed File Preparation Committees (FPC's) formed FPC prepares lists: • external referees for scholarship • collegial referees for teaching, service • students to be solicited for teaching references Candidate reviews FPC lists, adds names (as specified in T&P procedures) FPC arrives at final lists of referees Candidate provides materials: • cv • statement (optional)	Candidate reviews FPC contextualizing commentary, and may respond if desired

February	September
FPC prepares materials to be sent to referees (candidate can add materials) FPC sends letters of solicitation to external referees • suggested deadline for receipt: May 15 FPC sends letters of solicitation to teaching referees, service referees • suggested deadline for receipt: April 15 Letters of solicitation sent to students • suggested deadline for receipt: April 15	Any material which has not been received by deadlines stated above is received and added to file FPC writes letter indicating file is complete and ready for consideration by Adjudicating Committee

March	October
Teaching evaluations conducted* Collegial assessments of teaching conducted by teaching referees	AC considers and votes on file AC writes report

April	November
Teaching letters of reference arrive Service letters of reference arrive	**NOVEMBER 1** – AC' s recommendation on file must be communicated to candidate by this date After 15 day waiting period (candidate can add information/ask for reconsideration/waive period) file is forwarded to Dean Dean considers file, adds letter of transmittal

May/June	December
External letters of reference arrive Student letters of reference arrive Compile and summarize statistical evaluations of teaching for all years FPC contributes contextualizing commentary (if necessary)	File forwarded to Review Committee File awaits consideration by Review Committee

* units are encouraged to ensure that student evaluations of teaching are collected in each year for probationary faculty.

Timeline – Tenure and Promotion Applications

Review and Final Decision

- Review Committee reviews files and makes recommendations normally between January and May

- T&P Appeal Committee considers appeals (only where applicable) normally between January and June

- President considers files and makes final decision normally between February and June 30