

**TENURE AND PROMOTION
REVIEW TIMELINE
ACADEMIC YEAR 2018-2019**

REVIEW PANEL PROCESS

- January 14, 2019** **Tenure and Promotion Committee meeting with VPAA for Review Panel Assignments.**
- March 11 - 15** **The Chair/Dean submits dossier to VPAA.**
(Week 9)
- March 18 -** **Review Panel reviews materials and submits their evaluations and recommendation**
March 29 **to the Review Panel Chair.**
(Weeks 10 & 11)
- Review Panel meets to discuss evaluations, after which Panel members submit**
 revised evaluations, if any, to the Panel Chair.
- April 1 - 5** **Review Panel Chair transcribes written comments verbatim and forwards them to**
(Week 12) **the VPAA.**
- April 8 - 12** **VPAA notifies faculty member of the Review Panel's recommendation. At the**
(Week 13) **faculty member's request, the VPAA will notify the Faculty Association.**
- April 15 - 19** **The faculty member may accept the recommendations, may submit to VPAA a**
(Week 14) **written response to the recommendations, or may withdraw the application.**
- April 22 - 26** **VPAA reviews the Review Panel's recommendation and the faculty member's**
 written response, if any. VPAA forwards a summary of all recommendations,
 including his or her own, to the President.
- The President reviews the materials and, if the President disagrees with the VPAA,**
 a meeting to discuss the reasons is scheduled. The President makes a decision and
 notifies faculty member by May 14, 2019.