

# PROMOTION, RETENTION, AND TENURE CALENDAR

2014-2015 Academic Year

## September 2014

- 1-30 The Promotion, Retention and Tenure (PRT) Calendar, application instructions, guidelines, and format are distributed to faculty
- 1-30 The University Promotion, Retention and Tenure Committee (UPRTC), via Office of the Provost/Academic Affairs and Research, solicits faculty comments regarding the current statement on University Criteria for Promotion and Tenure. Written comments may be forwarded to the UPRTC by 10/10/14
- 1-30 Department chair and department PRTC chair meet with each new faculty member to review PRT documents

## October 2014

- 10 (F) Written comments from faculty are due to the UPRTC regarding the current University Criteria for Promotion and Tenure
- 10 (F) Colleges provide a comprehensive list of pre-tenured faculty listed by department and evaluation year to the Provost and VCAAR
- 24 (F) The UPRTC adopts the 2015-2016 University Criteria for Promotion and Tenure and distributes to faculty
- 10/13-10/31 Suggested date for departments/colleges to receive student evaluations of faculty

## November 2014

- 3 (M) Suggested date for chairs to provide retention recommendations for 2nd-year faculty to the deans
- 3 (M) Colleges and departments provide one electronic copy and one hard copy of their proposed promotion and tenure criteria for the upcoming academic year (2015-2016) to Office of the Provost/Academic Affairs and Research ([jcossey@astate.edu](mailto:jcossey@astate.edu)) for review by the UPRTC
- 10 (M) Deans provide to the Provost and VCAAR retention recommendations for 2nd-year faculty to receive 3rd-year appointments for the upcoming academic year
- 24 (M) Official retention notices are sent to 2nd-year faculty from the Provost and VCAAR

## December 2014

- 9 (T) The UPRTC reviews current college and department criteria for promotion and tenure and provides written comments to colleges, departments, and the Provost and VCAAR

## January 2015

- 16 (F) The Office of Institutional Research, Planning, and Assessment solicits faculty comments for the evaluation of Chairs
- 20 (T) Last day for 3rd-year pre-tenured faculty to submit applications for Comprehensive Pre-tenured Review to their department PRTC
- 20 (T) Last day for PRT candidates to submit applications to their Department PRTC
- 21-27 (W-T) Department PRTC meets to review promotion and tenure applications and make recommendations (5 working days)
- 23 (F) Professional activities, productivity, and merit evaluation documents to be considered for reappointment recommendation for individual faculty members are due to department chair
- 27 (T) The department PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department PRTC chair by the close of the third business day following receipt of written notification, but no later than day end 1/30/15 (3 working days)
- 30 (F) Last day for applicants to contact the department PRTC to withdraw from further promotion and/or tenure consideration

## February 2015

- 2 (M) Suggested date for chairs to provide retention recommendations for 1st-year faculty to deans
- 2 (M) Department chair receives applications and recommendations from the department PRTC
- 2 (M) Department chairs receive applications and recommendations from the department PRTC for 3rd-year Comprehensive Pre-tenured Reviews
- 3-10 (T-T) The department chair provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department chair by the close of the third business day following receipt of written notification, but no later than day end 2/12/15 (3 working days)
- 6 (F) Deans provide to the Provost and VCAAR recommendations for 1st-year pre-tenured faculty to receive 2nd-year appointments for the upcoming academic year
- 13 (F) Last day for applicants to contact the department chair to withdraw from further promotion and/or tenure consideration
- 13 (F) Chairs complete faculty performance reviews, counseling sessions and merit evaluations (in accord with the departmental procedures and chair's evaluation form for individual faculty member) and provide reviews and evaluations to deans

- 16 (M)** College PRTC receives applications and recommendations from department chairs
- 16 (M)** College PRTCs receive applications and recommendations from the department chairs for 3rd-year Comprehensive Pre-tenured Reviews
- 17-24 (T-T)** The College PRTC meets to review promotion and tenure applications and make recommendations (5 working days)
- 20 (F)** Official retention notice to 1st-year faculty from the Provost and VCAAR
- 24 (T)** The College PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their College PRTC chair by the close of the third business day following receipt of written notification, but no later than day end 2/27/15 (3 working days)
- 27 (F)** Last day for applicants to contact the College PRTC to withdraw from further promotion and/or tenure consideration

**March 2015**

- 2 (M)** College deans receive applications and recommendations from the College PRTC for 3rd-year Comprehensive Pre-tenured Reviews
- 2 (M)** Deans receive applications and recommendations from the College PRTC
- 3-6 (T-F)** Deans review promotion and tenure applications and make recommendations (4 working days)
- 6 (F)** Deans provide appropriate feedback and written documentation to 3rd-year Comprehensive Pre-tenured Review applicants
- 6 (F)** Self-review of current year (2014-2015) unit goals from deans and directors due to the Provost and VCAAR
- 6 (F)** Deans provide written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their college dean by the close of the third business day following receipt of written notification, but no later than day end 3/11/15 (3 working days)
- 11 (F)** Last day for applicants to contact their college dean to withdraw from further promotion and/or tenure consideration
- 13 (F)** Deans provide chair/associate dean evaluation statements to chairs/associate deans and Provost and VCAAR; Directors provide supervisor evaluation statements to supervisors and Provost and VCAAR
- 16 (M)** Provost and VCAAR collects promotion and tenure applications and recommendations from deans for the UPRTC

16 (M) Suggested date for chairs to provide retention recommendations for 3rd, 4th, and 5th-year pre-tenured faculty to the dean (for 4th, 5th, and 6th-year reappointments)

17 (T) UPRTC picks up PRT packets from Office of the Provost/Academic Affairs and Research for review

(Spring Break 3/23-3/28)

30 (M) Deans provide to the Provost and VCAAR reappointment recommendations for third, fourth and fifth-year pre-tenured faculty to receive 4th, 5<sup>th</sup> and 6th-year appointments for the upcoming academic year (If tenure is not awarded by the end of the 6th year, a 7th-year terminal appointment will be issued)

30 - 4/3 (M-F) UPRTC meets to review promotion and tenure applications and make recommendations (5 working days)

#### April 2015

1 – 30 Departments and colleges should fill any vacancies on the department and College PRT committees, elect their university PRTC representative, and forward the name of replacements to Office of the Provost/Academic Affairs and Research by 5/04/15

7 (T) Chairs complete evaluations for non-tenured faculty and forward to the deans

7 (T) The UPRTC notifies applicants of its recommendation(s) prior to making final recommendations to the Provost and VCAAR. Applicants who wish to withdraw from further promotion and tenure consideration must contact the UPRTC by the close of the 3rd business day following receipt of written notification, but no later than day end 4/10/15 (3 working days)

10 (F) Last day for applicants to contact the UPRTC to withdraw from further promotion and/or tenure consideration

10 (F) Provost and VCAAR sends official notice of non-reappointment to 3rd, 4th and 5th-year pre-tenured faculty. Terminal appointment will be issued for the 2015-2016 academic year

10 (F) Official retention notice sent to 3rd, 4th and 5th-year faculty (for 4th, 5th & 6th-year reappointments) for the upcoming year from the Provost and VCAAR

13 (M) Deans forward reappointment recommendations for budgeted non-tenured faculty to the Provost and VCAAR (Reappointment letters are not sent to non-tenured faculty)

13 (M) UPRTC provides promotion and tenure recommendations to Provost and VCAAR

13-30 Provost and VCAAR forwards promotion and tenure recommendations to the Chancellor for approval and submission to the Board of Trustees

- 13-30 Provost and VCAAR sends official letters of notification to promotion and tenure applicants the day before the ASU Board of Trustees meet
- 4/24-5/8 Provost and VCAAR meets with deans and directors to provide performance reviews for AY 2014-2015 unit goals and merit evaluation statements

May 2014

- 29 (W) Projected Unit goals for AY 2015-2016 from deans and directors due to the Provost and VCAAR

**Note: All colored text applies to applicants. Action required by administration/committees is color coded as indicated below.**

<b>Green =</b>	<b>UPRTC</b>
<b>Pink =</b>	<b>DRPTC</b>
<b>Blue =</b>	<b>CHAIR</b>
<b>Orange =</b>	<b>CPRTC</b>
<b>Brown =</b>	<b>DEAN</b>
<b>Purple =</b>	<b>PROVOST AND VCAAR</b>