

## **Dates and Deadlines for Tenure Process 2005-06**

**September** Department chair or chair of departmental tenure committee and candidate meet with the VPAA to discuss the process and schedule.

### **September - December 15**

Candidate compiles dossier (due Thursday, December 15).

### **September - January 22**

Department chair compiles a separate collection of materials known as the Departmental Evaluation File, which consists of confidential evaluation documents and is open only to the candidate's departmental tenure committee (by January 21).

### **October 3**

Deadline for letter from VPAA informing faculty of candidates being considered for tenure.

### **September - January**

Faculty Tenure Committee meets with VPAA who shares background information on the tenure candidates and their contribution to the life of the college.

### **November 1**

Deadline for candidates to provide VPAA with names and addresses of at least four outside professional reviewers and at least four former students, along with six copies of both a current *c.v.* and a representative selection of research, publications, or creative work.

### **December 15**

Deadline for candidate dossier to be made available to all faculty in the Office of the VPAA.

### **January 20**

Deadline for unsolicited letters for candidates to the department chair for inclusion in the Departmental Evaluation File.

### **January 21**

Deadline for Departmental Evaluation File to be made available to the departmental tenure committee.

### **February 2-3**

Each candidate meets with the Trustee Committee on Academic and Educational Policy. Appointment is made by the VPAA Office. [Trustee requirement.]

### **\* February 10**

Deadline for meeting and vote of the departmental tenure committee on the tenure candidate. Chair will convey the decision of departmental tenure committee to the candidate in writing within 24 hours of the decision.

### **\* February 22**

Deadline for completed Departmental Evaluation File to be forwarded to the Faculty Tenure Committee (by way of the VPAA Office).

### **February - March**

Department chairs meet with the Faculty Tenure Committee to discuss departmental reports.

### **\* On or before April 3**

Deadline for Faculty Tenure Committee to vote on each tenure case. Faculty Tenure Committee conveys its recommendation to the President, VPAA, candidate, and candidate's chair. Note: VPAA makes separate recommendation to the President on each tenure candidate.

**April 7 Board of Trustees Meeting**

Recommendations are presented through the Trustee Committee on Academic and Educational Policy to the full Board of Trustees for approval. Tenure candidate is informed in writing of the decision within 48 hours of the Board meeting. Candidates normally receive the letter in a meeting with the VPAA on afternoon of the conclusion of the Trustee Board meeting. The appointment is made by the VPAA Office.

*[Summary Calendar prepared by the Office of the Vice President for Academic Affairs and Dean of Faculty]*

**\* Given the high number of tenure cases for the 2005-06 academic year, these dates are earlier than mandated in the Code of Faculty Evaluation. The VPAA and the Faculty Tenure Committee hope that departments will be willing to accommodate these changes.**