

## TCE 2017-2018 Schedule for Promotion and Tenure Review

Date	Event
September 5	Promotion and Tenure Workshop – Faculty/Department Heads, 9:30 – 11:00, Black Cultural Center (BCC) 102/103/104
September 13	Promotion and Tenure Workshop – Faculty/Department Heads, 1:30 – 3:00, Black Cultural Center (BCC) 102/103/104
September 14	Promotion and Tenure Workshop – Faculty/Department Heads, 2:00 – 3:30, Black Cultural Center (BCC) 102/103/104
September 15	All Promotion and Tenure review committees established
October 20	Latest deadline for submission of Tenure Dossier and supporting materials to Department/Unit Head (some departments may set an earlier deadline)
December 8	TCE Deadline for submission of Departmental recommendations to the College
February 2	Deadline for submission for College Committee recommendations to the Dean
March 2	Deadline for Dean’s recommendations to the Office of the Provost
April 10	Promotion and Tenure Workshop – Faculty/Department Heads, 9:00 – 10:30, Black Cultural Center (BCC) 102/103/104
April 11	Promotion and Tenure Workshop – Faculty/Department Heads, 1:30 – 3:00, Black Cultural Center (BCC) 102/103/104
Late June	Board of Trustees action on 2018 tenure and promotion recommendations

*Note: The Office of the Provost will send a list of faculty who must undergo promotion and tenure review in the summer before the review occurs. Faculty members who wish to be considered for promotion and tenure before the year indicated in the letter of appointment must obtain written approval before submitting their dossier for review.*

## TCE 2017-2018 Schedule for Retention and Annual Evaluations of Tenure-Track Faculty

Date	Event
October 2	Generally, faculty members should submit their materials for annual evaluation and retention four weeks prior to the departmental due date for recommendations to the college. Please check with your department head to confirm this timing.
November 3	Deadline for Departmental recommendations on annual evaluations and retentions to the College
November 17	Deadline for College recommendations on annual evaluations and retentions to the Office of the Provost
December 15	Deadline for Provost recommendations on annual evaluations and retentions to be returned to departments and faculty members

*Note: See Faculty Handbook (3.11.3.3) for dates related to notice of non-renewal*

## TCE 2017-2018 Schedule for Lecturer Promotion Review

Date	Event
November 8	Lecturer Promotion Workshop – Lecturers/Department Heads, 9:30 – 11:00, Black Cultural Center (BCC) 102/103/104
November 8	Lecturer Promotion Workshop – Lecturers/Department Heads, 3:00 – 4:30, Black Cultural Center (BCC) 102/103/104
November 14	Lecturer Promotion Workshop – Lecturers/Department Heads, 9:30 – 11:00, Black Cultural Center (BCC) 102/103/104
January 26	Eligible Lecturers Submit dossiers to their units
February 28	Units submit recommendations to the College
March 1-31	College Lecturer Promotion Committee reviews candidate dossiers
April 2	College Lecturer Promotion Committee submits recommendations to Dean of the College
May 1	Dean makes recommendations to the Provost
June 1	Provost notifies candidates of outcome of the process

*Note: All non-tenure track faculty must undergo evaluation each year. The evaluations themselves are to remain in the non-tenure track faculty member's departmental file. In order to be considered for promotion, a non-tenure-track faculty member must have annual evaluations for every year under review.*