Spring semester Prior to Application Submission:

By March 1-15:

During the spring semester preceding the application for tenure and/or promotion, the candidate must submit a list of external reviewers to the department chair within the first two weeks of March (March 1-15) and the department chair should select potential external reviewers. The candidate is not to see the list of external references selected by the chair.

By April 15:

The candidate should have all materials pertaining to research ready to submit to the external reviewers.

By August 22:

The department chair should ask the external letter writers to submit their letters no later than August 22 (or at least a week before September 1).

Fall Semester:

By September 1:

The candidate must submit the final dossier to the department chair on or before September 1.

By Mid-October:

At least two weeks before November 1, the departmental committee must submit its recommendation to the department chair.

By Late-October:

The department chair must inform the candidate of the

By November 1:

The candidate’s dossier must be submitted to the Vice Provost of Academic Affairs’ office.

Department Committee Members:

Given that there are relatively few faculty members, all tenured faculty at or above the rank sought by the candidate will serve on the committee. Ideally, an “adequate number of tenured professors within the primary department” (320.035 A.1.d) is considered to five (5). If the department does not have enough tenured faculty to serve on the committee, tenured faculty from departments in the Social Sciences Area will be appointed by the Provost or Vice Provost for Academic Affairs.