

Schedule for Faculty Seeking Tenure in the 2009-10 Academic Year

- 5/1 Faculty member and department/school promotion and tenure committee identify potential external reviewers and begin the process to request the evaluations.
- 12/1 Department/school chair provides names of external evaluators to provost and vice president for academic affairs.
- 12/1 Faculty member submits his or her tenure file to department/school chair.
- 1/15 Provost and vice president for academic affairs provides a list to the dean of faculty eligible for consideration for tenure during the next academic year.
- 2/1 Department/school chair submits the faculty member's tenure file, including external evaluations, to department/school committee.
- 2/15 Department/school committee submits its recommendation on tenure based on merit and needs of the department/school to the department/school chair and provides a copy to the faculty member. Refer to the Board of Visitors Policy on Tenure as contained in this Handbook.
- 3/1 Department/school chair submits recommendations on tenure, together with all documents, to the dean for review by the college committee, if either the department/school committee or the department/school chair or both are recommending tenure and provides a copy to the faculty member.
- 3/1 Department/school chair advises the faculty member, providing a copy to the dean and provost and vice president for academic affairs, if neither the department/school committee nor the department/school chair recommends tenure.
- 3/8 Faculty member may request a review by the college committee and the dean, if neither the department/school committee nor the department/school chair recommends tenure. If further review is requested, all materials including departmental and chair evaluations and recommendations are forwarded to the college tenure committee, which makes a separate recommendation to the dean. The dean then makes a decision concerning tenure and informs the faculty member. If either the decision of the college committee or that of the dean is positive, the case is considered in accordance with the procedure for tenure consideration as found in the Board of Visitors Policy on Tenure and the remainder of this schedule.
- 3/22 College committee submits its recommendations on tenure to the dean, based on merit and needs as defined by the Board of Visitors Policy on Tenure, and provides a copy to the faculty member.
- 4/1 Dean makes recommendation on tenure, with reasons, to the provost and vice president for academic affairs and provides a copy to the faculty member.
- 4/1 Provost and vice president for academic affairs forwards information on tenure cases for review to the University Promotion and Tenure Committee.
- 4/8 In those cases where the faculty member requested further review because neither the department/school committee nor the department/school chair recommends tenure, the faculty member may request a review by the provost and vice president for academic affairs if neither the college committee nor the dean recommends tenure.

- 4/22 Provost and vice president for academic affairs replies on the further consideration of tenure requested by the faculty member who was not recommended by the college committee or the dean. The decision of the provost and vice president for academic affairs on further consideration of tenure is final.
- 5/1 University Promotion and Tenure Committee makes recommendations (with reasons, including minority reasons, if any) concerning tenure to the provost and vice president for academic affairs and provides a copy to the faculty member.
- 5/15 Provost and vice president for academic affairs makes determinations on tenure. Determinations from the provost and vice president for academic affairs in favor of tenure are submitted to the president for presentation to the Board of Visitors, and a copy is provided to the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.
- 5/15* Provost and vice president for academic affairs notifies faculty member if his/her decision is against tenure. If the decision against tenure is made in the year preceding the end of the limit on the probationary period, the faculty member is notified that a terminal contract will be offered for the ensuing year.
- 5/22* Faculty member may request a review by the president of a negative tenure decision by the provost and vice president for academic affairs.
- 5/29* President replies to the faculty member on results of review of denial of tenure.
- 6/5* Faculty member may request a review by the Board of Visitors or its designated committee of a negative tenure decision that has been reviewed by the president.
- 6/30* Board of Visitors or its designated committee makes its decision on the review of a negative tenure decision. The decision of the Board or its designated committee is final.
- 6/30* Board of Visitors or its designated committee makes its decision on tenure. Upon approval of the Board or its designated committee, the faculty member is offered a tenure contract for the coming year.

*Mandated by policy