

Faculty to Be Considered. At the unit level, all ~~pre-tenure-track~~ pre-tenure-track faculty who have completed the minimum years of service are considered for tenure, and all faculty members below the rank of professor are considered for promotion each year. Typically, faculty with a tenure start date of August 16 will apply for tenure in a fall cycle, faculty with a tenure start date of January 1 will apply for tenure in a spring cycle, and faculty applying for promotion to professor will apply in a spring cycle.

Potential candidates for tenure and promotion shall be advised in writing of their eligibility for tenure or promotion by the dean, department chair or other appropriate administrator no later than April 1 for the upcoming fall and spring tenure and promotion cycles. A faculty member who intends to apply for tenure or promotion in the next fall cycle must so inform the dean, department chair, or other appropriate administrator no later than 15 calendar days after the first notification April 15. A faculty member who intends to apply for tenure or promotion in the next spring cycle must so inform the dean, department chair, or other appropriate administrator no later than October 1. Compliance with these deadlines is critical for file preparation and solicitation of external reviewers; exceptions should be approved by the Office of the Provost. The early notification of candidates will be in addition to the official notification of potential candidates that is performed by the dean, department chair, or other appropriate administrator at least one working month in advance of the date when the file is due. Complete notification and submission deadlines are ~~by the date~~ stated on the university tenure and promotion ~~calendar posted on the provost's Web site.~~ Since two tenure and promotion cycles occur annually, two dates will be given. Each date will be two working months in advance of the first due date for the submission and consideration of files. ~~A faculty member who intends to apply for tenure or promotion in the next cycle must so inform the dean, department chair, or other appropriate administrator no later than 15 calendar days after the first notification. On By~~ the dates listed on the official calendar, each unit must provide the provost with a list of those faculty members who intend to apply for tenure or promotion. The list must ~~also include any faculty members in their penultimate year who have not stated an intent to apply for tenure and must, therefore,~~ include all who are in their penultimate year, including any faculty members in their penultimate year who have not stated an intent to apply for tenure.

Justification for recommended Faculty Manual changes

At the February Faculty Senate meeting, Faculty Advisory introduced the above language as a proposed amendment to the Faculty Manual section on Unit Consideration of Tenure and Promotion Files (page 28). Faculty Advisory Committee plans to request a Faculty Senate discussion of this proposal at the March meeting in preparation for an April vote. Based on questions at the February meeting, Audrey Korsgaard requested that Vice Provost Cheryl Addy reach out to unit T&P chairs for additional input.

The impetus for this proposal was receiving comments about apparent inconsistencies in the updated tenure and promotion calendar published earlier this academic year that shows dates for the two cycles in a single table. Following discussion, the Office of the Provost recommends that we require one notification to faculty eligible to apply for tenure and/or promotion per year, in the spring, rather than twice per year. This coincides with the spring information sessions about tenure and promotion.

Because of the proposed change to notification of eligibility to once annually, we propose additional language about when a candidate must submit intent to apply for tenure and/or promotion, with separate dates for fall and spring cycles. The unit T&P chairs made a strong

request that the deadline to declare intent for the spring cycle be earlier to allow more time to work with the candidate for file preparation and to solicit external reviewers. Other dates in the published calendar can be updated if this revision is approved.

The other changes are codifying or clarifying existing practice. In the first paragraph, we articulate the long-standing practice that the fall tenure and promotion cycle is normally for tenure decisions for fall hires (i.e., August 16 tenure-start date) and the spring cycle is normally for tenure decisions for spring hires (i.e., January 1 tenure-start date) and promotions to professor. The designation of cycles is guidance, not a binding restriction to a specific cycle.

Key Steps with respect to [T&P Calendar](#) (not part of Faculty Manual change other than single date but can be adjusted)

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| 1. Notification by unit administrator | April 1 (earlier?) |
| 2. Intent to apply for tenure and/or promotion | April 15 / October 1 |
| 3a. Unit notifies Office of the Provost of candidates | May 5 / October 20 |
| 3b. Unit solicits external reviewers | July / October |
| 3c. Candidate prepares materials for external reviewers | July / October |
| 4a. Candidate prepares primary and secondary files | |
| 4b. Unit prepares teaching summary | |
| 4c. Material to external reviewers | July 25/November 5 |
| 5. Unit adds teaching summary, external letters to primary file | August 25 / January 25 |
| 6. Unit discussion and vote | September 15 / February 15 |
| 7. Unit recommendation communicated to candidate | September 25 / February 25 |