

TENURE-TRACK
CALENDAR DEADLINES FOR PROMOTION AND TENURE PROCESS IN
THE ANDREW YOUNG SCHOOL OF POLICY STUDIES

FOR ANY DATE THAT FALLS ON THE WEEKEND OR A HOLIDAY,
THE EFFECTIVE DEADLINE BECOMES THE NEXT WORKDAY.

NOTE: THIS DOES NOT CAUSE ANY SHIFT IN THE
REMAINDER OF THE SCHEDULE

3rd Week of January	College Human Resources Officer notifies the College Promotion and Tenure committee to start the Promotion and Tenure process.
February 1	College Promotion and Tenure committee announces the Annual College Meeting date for Promotion and Tenure Candidates within the College.
February 15	Annual College Meeting for Promotion and Tenure Candidates to be held within the College (Open to All Faculty Members in the College.)
March 1	All faculty members who wish to be considered for promotion or tenure notify his/her respective department chairs in writing.
March 22	Candidates provide their department chair with a list of six (preferably 8) possible outside reviewers.
April 1	Department chairs provide the Dean with a list of six (preferably 8) possible outside reviewers. The list will include at least three names from the list the candidate provided.
April 7	Candidates provide materials to the Dean, to be sent to the external reviewers.
April 15	Dean writes and mails all letters to external reviewers soliciting their reviews.
May 31	External reviewer's response deadline.
July 15	Candidates submit complete dossiers (1 hard copy/1 electronic copy) to the appropriate chairs.
August 15	Dean provides at least five letters from outside reviewers to the department.
August 15	Final date candidates can add materials to his/her dossiers.
September 15	Department promotion and tenure committees present their statements of assessment and recommendation to the department chairs.
September 22	<ol style="list-style-type: none"> 1) Department chair prepares a statement indicating his/her recommendation which contains evaluation of candidates in all three areas described in the AYSPS P&T Manual's section, Direction for Departments and Departmental I.B. 2) Department chair in accordance with University Policy will notify in writing each candidate of his/her recommendation and include a copy of the department promotion and tenure committee review and any minority reports.
September 27	Department chair must forward to the College Committee on Promotion and Tenure the evaluation from the department promotion and tenure committee, and the department chair statement.
October 11	<ol style="list-style-type: none"> 1) Candidates' response, if any, to reports written (by the chair and the department committee) are due to the College Committee on Promotion and Tenure. 2) Candidates wishing to withdraw from further consideration inform department chairs in writing.

October 18	College Committee on Promotion and Tenure presents its report, the department chair statement, the department promotion and tenure committee evaluations, and the outside reviewer letters, if any, to the Dean.
October 25	Dean informs department chairs (e-mail or memo) of the College Committee Promotion and Tenure recommendations.
October 29	Dean informs candidates in writing of the decision of the College Committee on Promotion and Tenure including the deadline for the candidate's response, if any, and a copy of the College Committee's report.
November 4	Candidates' response, if any, to College Committee on Promotion and Tenure report is due to the Dean.
November 11	Dean informs (e-mail or memo) department Chairs of College's final recommendation.
November 18	<ol style="list-style-type: none"> 1) Dean informs candidates in writing (e-mail or memo) of the College's final recommendation decision for Promotion and Tenure. 2) Candidates' response, if any, regarding College's final recommendation is due to the Dean three business days from the date of the Dean's letter. 3) A candidate wishing to appeal a negative recommendation of a Dean has ten business days from the date of the Dean's letter in which to appeal, in writing, to the Provost. 4) A candidate wishing to withdraw from further consideration informs the Dean in writing within ten business days from the date of the Dean's letter.

The exact dates listed below are for the notification of the outcomes of College and University review that will be determined by the Office of the Provost and communicated to the University faculty in advance of each year's promotion and tenure cycle. The dates listed may vary each year.

2nd Week of December	Dean forwards all College's final positive promotion and tenure recommendations to the Provost unless a candidate withdraws.
March 31	<ol style="list-style-type: none"> 1) Provost notifies the President and Dean of candidate recommendations. 2) Within three business days of receiving the Provost's recommendations, the Dean notifies the candidates. 3) Provost responds to appeals from candidates, providing the candidate and Dean with a statement of the bases upon which the appeal is supported or rejected. 4) A candidate wishing to appeal the Provost's negative recommendation or decision regarding an appeal may appeal, in writing, to the President within ten business days of the date of the Provost's letter.

April 30	<ol style="list-style-type: none"> 1) President notifies the Dean of promotion and tenure decisions. 2) Within three business days of receiving the President’s decisions, the Dean notifies the candidates. 3) President responds to appeals from candidates.
<p>-----BOR Data Systems process information-----</p>	
TBA	<p>Deadline for P&T recommendations to be entered into the BOR/Manage Faculty Events system.</p>