***Checklist For Promotion of Tenured Faculty***

(Based on February 2021 Guidelines)

**Candidates Name**:

**Promotion Year**:

**Initial Stage** *(January 1-June 30)*.

[ ]  Create Box Folder for Candidates Materials

[ ]  By 2/15 Candidate Submits Letter of Intent.

[ ]  By 2/15 Candidate Provides a list of 5 suggested external reviewers (nat. and internat.)

[ ]  By 4/1 Candidate Provides Promotion Portfolio (See Guidelines for content info.)

[ ]  By 4/15 Chair Obtains Faculty Vote to Review and Conveys to Dean

[ ]  By 4/30 Dean notifies candidate and Chair of Approval to Review

[ ]  By 5/15 Candidate Appeals to Provost if Dean Negative and Department Positive

[ ]  By 5/15 Chair Convenes ad hoc Promotion Committee.

[ ]  By 5/31 Provost responds to any appeal

[ ]  By 6/1 ad hoc Promotion Committee Suggests 5 additional external reviewers inc.

[ ]  By 6/15 Letters requests sent to external reviewers.

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

**Intervening Stage** (June 30-November 1).

[ ]  By 10/1 Letters received from external reviewers (Minimum of 3 required).

[ ]  By 10/1 Faculty provided with Promotion Recommendation Forms

[ ]  By 10/1 Summary Teaching Evaluation Provided to Candidate and Professors

[ ]  By 11/1-30 Candidate meet with departmental Professors, Chair, and Dean

[ ]  By 11/30 All promotion recommendation letters received from Professors.

[ ]  By 12/12 Chairs letter and all other materials due to Dean.

**Final Stage** (1/15-2/28)

[ ]  By 1/15 Dean’s letter and all other materials due to Provost.

[ ]  By 2/1 Provost make recommendation about promotion to President

[ ]  By 2/15 President makes promotion decision and communicates to Provost and Dean.

[ ]  By 2/28 Decision extended to candidate.

**Comments/Notes**