***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**