

College of Behavioral and Community Sciences
 Promotion and Tenure Timetable Guidelines for Tenure Earning Faculty,
 Research Faculty, Research Associates, and Instructors (see below)*

2018 - 2019

Please note that not all of the steps are required for each path. Please review the promotion and/or tenure document for steps that are relevant to your path.

	Due Date
Names, brief bio-sketches, current CVs of potential external reviewers due from Chairs to Dean	No later than April 20, 2018
Chairs send out external review letters	Following approval by Dean
Application forms available from Provost's Office (note: online version may ready to be used—check Provost's website)	July, 2018
External review letters due to Chairs	By Aug 13, 2018
Chairs add their sections in Teaching and Research	Aug 14 – August 31, 2018
Packets ready for departmental review	Sept. 3, 2018
Departmental vote (for tenure aps only)By Sept 14, 2018
Departmental committees meet & evaluate	Sept. 17 – Oct. 5, 2018
Department chair review	Oct. 8 – Oct. 26, 2018
Applications due in Dean's Office	Oct. 26, 2018
College Committee Review and Evaluation	Oct. 29 – Nov. 21, 2018
Dean's Evaluation	Nov. 26 – Dec. 17, 2018
Candidates review evaluative comments (10 working days required)	Dec. 18, 2018 – Jan. 11, 2019
Applications due in Provost's Office	January 14, 2019

Note: Thanksgiving Break November 22-23

Timeline for Instructors*

Applications due to Chair	August 13, 2018
Chairs input their sections for teaching/other if applicable	August 14 – Sept. 14, 2018
Packets ready for departmental review	Sept. 17, 2018
Departmental committees meet & evaluate	Sept. 17 – Oct. 5, 2018
Department chair review	Oct. 8 – Oct. 26, 2018
Applications due in Dean's Office	Oct. 26, 2018
College Committee Review and Evaluation	Oct. 29 – Nov. 21, 2018
Dean's Evaluation	Nov. 26, 2018 – Jan. 11, 2019
Candidates final review of evaluative comments	Jan. 14 – Jan. 28, 2019