

Appointments & Tenure Committee 2023-2024 Academic Year Calendar

All dates refer to the 2023-2024 academic year unless otherwise noted.
If no specific date is given, the event may take place any time in the appropriate month.

Acronyms:

ADOF = Associate Dean of the Faculty with responsibilities for tenure-track personnel

ATC = Appointments and Tenure Committee

CPD = Chair or Program Director

DOF/VPAA = Dean of the Faculty/Vice President for Academic Affairs

TAC = Tenure Appeal Committee

TRS = Tenure Review Subcommittee

JUNE 2023

By June 1

CPDs of tenure candidates send requests to external reviewers for letters evaluating the candidate's work, and send a list of these reviewers (with contact information including address, telephone number, and email address) to Debra Peterson, Academic Affairs Coordinator in the Office of the DOF/VPAA. *Note: although this typically has occurred by May 20 in the past, since 2020 the schedule has been modified because of the COVID-19 pandemic*

JULY 2023

OCTOBER 2023

By October 2

CPDs forward department letters, internal letters, and their own letters to the DOF/VPAA Office (c/o Debra Peterson).

By October 10

The Chair of ATC sends to tenure candidates a list of names of all those who have written unsolicited letters about the candidates.

JANUARY 2024

By January 10

- CPDs submit recommendations for reappointment to the ADOF.

FEBRUARY 2024

- ATC meets with new tenure-track faculty members, their chairs, and the ADOF to discuss reappointment and tenure procedures and criteria.

By February 15

ATC makes tenure recommendations to the President with a copy to the DOF/VPAA and ADOF.

The ADOF makes recommendations to the DOF/VPAA on third-year reappointments, and reports these recommendations to ATC.

By February 27

- In case of a disagreement between a department and the ADOF on a third-year reappointment, ATC presents a third opinion to the DOF/VPAA.

MARCH 2024

- ATC meets with next year's tenure candidates and newly reappointed faculty and their Department Chairs and Program Directors.

By March 1

- The ADOF notifies Department Chairs and Program Directors regarding tenure recommendations; Chairs and Directors immediately notify tenure candidates.

By March 21

- Petition for tenure review due to TRS.

APRIL 2024

By April 1

- TRS conveys its decision to the President, DOF/VPAA, ATC, department chair/program director, and candidate.

By April 15

- If TRS determines a tenure case should be reassessed, the candidate submits relevant materials to TAC.

Starting April 16 (Must be concluded by May 1)

- TAC deliberations take place (can include meeting with candidate).

By April 24

- The ADOF delivers a list of next year's tenure candidates to ATC.

By April 25

- ATC sends a letter to tenure candidates with a list of due dates.

MAY 2024

ATC meets with CPDs to discuss procedures and criteria for tenure.
Committees undertaking administrative reviews provide oral reports to ATC.

By May 1

TAC conveys decisions on tenure appeals to the President.

By May 11

The President makes decisions on tenure appeals, and conveys these decisions to candidates.

By May 31

Letters are sent from the administration to candidates receiving tenure following formal approval by the Board of Trustees.

JUNE 2024

By June 1

CPDs of tenure candidates send requests to external reviewers for letters evaluating the