

****All portfolios must be submitted electronically via Digital Measures.**

The schedule of reviews for 2017-2018 will be done in the following order:

Promotion & Tenure Reviews for Full-Time Tenure-Track Faculty and Promotion Reviews for Full-Time Non-Tenure-Track Faculty

August 14	Candidate submits portfolio to digital portfolio workflow
August 14 – September 8 September 8	Department P&T Committee Review Department P&T Committee Decision Letter Due to Faculty
September 11 – September 29 September 29	Department Chair Review (see note at end of document) Department Chair Decision Letter Due to Faculty
October 2 – October 27 October 27	College Dean Review (see note at end of document) College Dean Decision Letter Due to Faculty
October 30 – December 1 December 1	College Committee Review (portfolios with any negative reviews or requests for additional review) (see note at end of document) College Committee Decision Letter Due to Faculty (if applicable)
October 30 – January 5	Provost Review (portfolios <u>without</u> any negative reviews or <u>no</u> requests for additional review) and Referral to College Committees as Needed
January 8 – January 26 January 26	College Committee Review as needed based on Provost's Requests (see note at end of document) College Committee Decision Letter Due to Faculty (if applicable)
February – March	Provost Recommendations (see note at end of document)
February – March	President Decisions (see note at end of document)
April	Meet submission requirements to Board of Regents (for Records)

The promotion & tenure review for department chairs, deans and other college administrators, and university administrators begins at the same time as the review for full-time tenure-track faculty and the promotion review for non-tenure track faculty, but the review parties are different.

Pre-Tenure Reviews for Full-Time Tenure-Track Faculty

September 11	Candidate submits portfolio to digital portfolio workflow
September 11 – October 6 October 6	Department P&T Committee Review Department P&T Committee Decision Letter Due to Faculty
October 9 – October 27 October 27	Department Chair Review (see note at end of document) Department Chair Decision Letter Due to Faculty
October 30 – December 1 December 1	College Dean Review (see note at end of document) College Dean Decision Letter Due to Faculty

The pre-tenure review for department chairs, deans and other college administrators, and university administrators begins at the same time as pre-tenure review for full-time tenure-track faculty, but the review parties are different.

Post-Tenure Reviews for Full-Time Tenured Faculty

September 29	Candidate submits portfolio to digital portfolio workflow
September 29 – October 27 October 27	College PTR Committee Review College PTR Committee Decision Letter Due to Faculty
October 30 – January 12 January 12	College Dean Review (see note at end of document) College Dean Decision Letter Due to Faculty
January 15 – February 16	Chairs of Department P&T Committees Review as Needed (upon requests for additional review)
February 16	Chairs of Department P&T Committee Decision Letter Due to Faculty (if applicable)

Post-tenure review is only for tenured faculty with no major administrative roles.

Note: Within 10 calendar days from the review decision at each level, the faculty member has the right to respond to a committee's or administrator's decision and justifications by submitting a letter written by the faculty to the reviewing committee or administrator and copied to the next level of review. This response will become part of the portfolio that will be forwarded to the subsequent levels of review. The response letter should address the interpretation of the information in the portfolio but it should not include new evidence to be considered in the review process. The reviewer (committee or administrator) does not respond to this letter. The next level of review can begin its review earlier, but no decision can be made before the end of the optional faculty response deadline date.