

**APPENDIX D:
TIMELINE FOR 2018-2019
TENURE AND PROMOTION**

*Dates for action by committees and administrators are approximate, and will vary. They should be followed as closely as possible to facilitate completion of the process.

By September 28, 2018, the department chair and dean/director in each faculty unit will review the personnel files of all faculty members to determine their time and/or eligibility for promotion or tenure. Faculty members will be informed by the department chair/director of the results of this review and questions resolved (by the faculty member, dean, director). Unresolved questions will be referred to Vice President for Academic Affairs and Human Resources for resolution **prior to the faculty member beginning the process of submitting a portfolio.**

By October 12, 2018, College and department tenure and promotion committees must be formed.

By October 19, 2018, faculty should submit all tenure and promotion files to department chairs.

By the fourth Friday in October (October 26, 2018), the Department Chair will:

- a) Receive from all candidates for tenure and/or promotion an application file containing items to be reviewed at each committee level.
- b) Convene the Department Tenure and Promotion Committee and explain the review process.
- c) Forward (without comment) application files to the Department Tenure and Promotion Committee.

By the first Friday in November (November 2, 2018), the Department Tenure Promotion Committee will:

- a) Review application files of candidates in their Department for tenure and/or promotion
- b) Prepare and submit to the Department Chair the Committee's recommendation on each candidate's application.

By the second Friday in November (November 9, 2018), Department Chairs complete their recommendations for each candidate's application.

- a) Department chairs will add to the file a written report on teaching, research, and service effectiveness.

By the third Friday in November (November 16, 2018), the Dean/Director will:

- a) Receive all recommendations for tenure and/or promotion from Department Chairs and will forward these (without comment) to the College Tenure and Promotion Committee.

By the first Friday in December (December 7, 2018), the College Tenure and Promotion Committee will:

- a) Review all files and recommendations of the Departmental Committees.
- b) Prepare and submit to the Dean/Director a written recommendation on each candidate.

By the third Friday in December (December 21, 2018), the Dean will:

- a) Review all files, including recommendations of the Departmental and College Committees.
- b) Prepare and submit to the Vice President for Academic Affairs a written recommendation of each candidate.

By the second Friday in January (January 11, 2019), the Vice President for Academic Affairs will forward all recommendations (without comment) to the Faculty Personnel Committee.

By the first Friday in February (February 1, 2019), the University Faculty Personnel Committee will:

- a) Review all the files, reports of committees, and recommendations of Department Chairs and Deans.
- b) Forward a recommendation on each candidate to the Vice President for Academic Affairs.

By the third Friday in February (February 15, 2019), the Vice President for Academic Affairs will:

- a) Review all files, including reports of committees and recommendations of administrators.
- b) Forward a recommendation on each candidate to the President

By the first Friday in March (March 1, 2019), the Vice President for Academic Affairs will:

- a) Inform each candidate in writing of the Vice President's recommendation concerning his/her tenure/promotion application.

If the Vice President's recommendation is negative, the candidate may appeal. The Vice President for Academic Affairs will inform faculty of the appeal date.

By the fourth Friday in March (March 22, 2019), all written appeals must be submitted to Academic Affairs.

By April 12, 2019—Review of appeals by University Appeals Committee that will:

- a) Review all appeals files and forward recommendations to the Vice President for Academic Affairs

By April 19, 2019, the Vice President for Academic Affairs will:

- a) Review Appeals Committee recommendations and will forward all Appeals Committees recommendations and her/his recommendation to the President.

By April 26, 2019, the President will:

- a) Review all files including the findings of appeals, reports of committees and recommendation of all administrators.

By May 3, 2019, the President will:

- a) Forward all recommendations regarding tenure and promotion to the Chancellor of the Tennessee Board of Regents.

By May 3, 2019, the President will:

- a) Notify all appellants of recommendations forwarded to TBR.

In June 2019, the TSU Board of Trustees will review recommendations of the President and will vote to award tenure and/or promotion. By the end of July 2019, the University will notify faculty of their status relating to tenure and/or promotion.