**APPENDIX D:**
TIMELINE FOR 2024-2025
**TENURE AND PROMOTION**


**\***Dates for action by committees and administrators are approximate and will vary. The dates should be followed as closely as possible to facilitate completion of the process. Please note that the system does not allow viewing and submitting of files in the Dropbox area at the same time; therefore, review and submit dates have been added to the timeline to ensure that access to these functions is available at the appropriate times.


**By September 13, 2024,** 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. Tenure-track faculty hired for the 2019-2020 academic year should be eligible.  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 Provost / Vice President for Academic Affairs and Human Resources for resolution **prior to the faculty member beginning the process of submitting a  portfolio.**

**September 13, 2024,** workshop for faculty going up for tenure and or promotion.

**By October 4, 2024**, College and department tenure and promotion committees must be formed.

**By October 18, 2024**, faculty should submit all tenure and promotion files in their respective electronic faculty portfolio.

**October 25, 2024**, workshop for Departmental Tenure and Promotion Committee and Department Chairs

**By the fourth Friday in October (October 25, 2024), the Department Chair will**:

   a) Convene the Department Tenure and Promotion Committee and explain the review process. The electronic faculty portfolios will be opened to the Department Tenure and Promotion Committee on **October 25**

**By the first Friday in November (November 1, 2024), 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.
   *Review dates: October 25 (after 8AM) – November 3*
   **Submit date: November 4 (after 8AM)**

**By the second Friday in November (November 8, 2024), 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.
   *Review dates: November 4 (after 8AM) – November 10*
   **Submit date: November 11 (after 8AM)**

**November 15, 2024,** workshop for Deans and College Tenure and Promotion Committees

**By the third Friday in November (November 15, 2024), 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 6, 2024), 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.
*Review dates: November 15 (after 8AM) – December 5*
***Submit date: December 6 (after 8AM)***

**By the third Friday in December (December 20, 2024), the Dean will:**
a) Review all files, including recommendations of the Departmental and College Committees.
b) Prepare and submit to the Provost / Vice President for Academic Affairs a written recommendation of each candidate.
*Review dates: December 6 (after 8AM) – December 19*
***Submit date: December 20 (after 8AM)***

**January 10, 2025,** workshop for Faculty Personnel Committee

**By the second Friday in January (January 10, 2025), the Provost /Vice President for Academic Affairs will forward all recommendations (without comment) to the Faculty Personnel Committee.**

**By the first Friday in February (February 7, 2025), 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 Provost / Vice President for Academic Affairs.
*Review dates: January 10 (after 8AM) – February 6*
***Submit date: February 7 (after 8AM)***

**By the third Friday in February (February 21, 2025), the Provost / 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
*Review dates: February 7 (after 8AM) – February 21*
***Submit date: February 21 (after 8AM)***

**By the first Friday in March (March 7, 2025), the Provost / Vice President for Academic Affairs will**:

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

**If the Provost / Vice President's recommendation is negative, the candidate may appeal. Candidates considering appealing need to email the Provost / Vice President for Academic Affairs to gain view only access to their e-portfolio. After being notified that view only access has been granted, candidates can review previous levels of review to determine whether to appeal or accept the recommendation.**

**By the fourth Friday in March (March 28, 2025), all written appeal material must be submitted to Academic Affairs.**

**March 28, 2025,** workshop for University Appeals Committee

**By April 4, 2025—Review of appeals by University Appeals Committee that will:**

a) Review all appeals files and forward recommendations to the Provost / Vice President for Academic Affairs
   *Review dates: March 28 (after 8AM) – April 4*
   ***Submit date: April 7 (after 8AM)***

**By April 11, 2025, the Provost / 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 18, 2025, the President will**:

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

**By April 25, 2025, the President will:**

a) Forward all recommendations regarding tenure and promotion to the TSU Board of Trustees (BOT).

**By May 2, 2025, the President will:**

a) Notify all appellants of recommendations forwarded to TSU BOT.

**In June 2025, 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 2025, the University will notify faculty of their status relating to tenure and/or promotion.**