APPENDIX D:
TIMELINE FOR 2023-2024
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 15, 2023, 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 Provost / Vice President for Academic Affairs and Human Resources for resolution **prior to the faculty member beginning the process of submitting a portfolio.**

By October 6, 2023, College and department tenure and promotion committees must be formed.

By October 20, 2023, faculty should submit all tenure and promotion files in their respective electronic faculty portfolio.

By the fourth Friday in October (October 27, 2023), 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 30th.

By the first Friday in November (November 3, 2023), 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 30 (after 8AM) – November 2
   Submit date: November 3 (after 8AM)

By the second Friday in November (November 10, 2023), 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 3 (after 8AM) – November 9
   Submit date: November 10 (after 8AM)

By the third Friday in November (November 17, 2023), 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 1, 2023), 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 17 (after 8AM) – November 30
   Submit date: December 1 (after 8AM)

By the third Friday in December (December 15, 2023), 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 1 (after 8AM) – December 14
   Submit date: December 15 (after 8AM)

By the second Friday in January (January 12, 2024), 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 2, 2024), 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 12 (after 8AM) – February 1
   Submit date: February 2 (after 8AM)

By the third Friday in February (February 16, 2024), 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 2 (after 8AM) – February 15*
   Submit date: February 16 (after 8AM)

By the first Friday in March (March 1, 2024), 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. The Provost / Vice President for Academic Affairs will inform faculty of the appeal date.

By the fourth Friday in March (March 22, 2024), all written appeals must be submitted to Academic Affairs.

By April 5, 2024—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 22 (after 8AM) – April 4
   Submit date: April 5 (after 8AM)

By April 12, 2024, 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 19, 2024, the President will:

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

   By April 26, 2024, the President will:

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

By May 3, 2024, the President will:

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

In June 2024, 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 2024, the University will notify faculty of their status relating to tenure and/or promotion.