

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