

B. PROCESS AND RESPONSIBILITIES RELATED TO PROMOTION AND TENURE

1. The Eligible Candidate Reports from the Faculty Records Office will be forwarded from the Dean to the Chair of the Promotion and Tenure Committee by **January 15**. If any of these dates falls on a weekend, the materials will be due at 5:00 pm on the following Monday.
2. By no later than **February 1**, the Chair of the Promotion and Tenure Committee will inform the candidates of the promotion and tenure schedule.
3. Candidates will send written notification of their intention to stand for promotion and/or tenure to the Chair of the Promotion and Tenure Committee by no later than **March 1** in the year when the dossier will be turned in. The Chair of the Promotion and Tenure Committee will give the Dean a list of people who intend to stand for promotion and/or tenure by no later than **March 7**.
4. Each candidate will develop a list of **ten** possible external reviewers. For each possible external reviewer the candidate will identify why this person would be qualified to review the materials, what relationship the candidate has to the external reviewer, and the name, address, phone number, and e-mail address of the possible reviewer. This list will be turned in to the Chair of the Promotion and Tenure Committee no later than **March 15**. Although the Promotion and Tenure Committee will ~~usually use~~ **consider** the names suggested by the candidate as external reviewers, the committee reserves the right to select other people ~~if the proposed reviewers' relationship to the candidate might prejudice their review.~~
5. By **April 1**, the Chair of the Promotion and Tenure Committee will give each candidate a list of the five external reviewers who will be evaluating their materials.
6. All Promotion and Tenure materials will be turned in to the Office of the Dean who will stamp the time and date on the materials and then file the material. Office of the Dean refers to the person or persons designated by the dean to manage certain aspects of the promotion and tenure process.
7. Each candidate will prepare **six** packets of materials to be sent to the external reviewers. Packets of information generally include the candidate's curriculum vitae, personal statement and core evidence (see Guidelines, throughout, for definition and examples of core evidence), as available at that time. These packets will be turned in to the Office of the Dean no later than **April 15**.