

Promotion and Tenure

Academic Affairs	In the sixth year of pretenure eligibility, the faculty is appraised on the form entitled, <u>Appraisal of Faculty Candidate for Promotion, or Appraisal of Nontenured Faculty for Tenure, or Promotion and Tenure.</u> Academic Affairs prepares the forms and sends to the deans on the due date on the Calendar of Key Activities. Faculty being nominated for promotion only use the same form.
Deans	The completed forms are returned to Academic Affairs for the Provost's review and recommendation. If any of the parties involved in the evaluation have divergent recommendations a meeting is set with the Provost and the parties.
Academic Affairs	A letter of recommendation for promotion and tenure, or promotion only, or tenure only is prepared from the Provost.
PTOC	If an appeal is received then the PTOC is convened to review the appeal.
President	Another letter of recommendation is prepared from the President.
Academic Affairs	PASS Forms are prepared for those receiving promotion and tenure and forwarded to HR.