

PROMOTION, RETENTION, AND TENURE CALENDAR

2013-2014 Academic Year

September 2013

- 1-30 The Promotion, Retention and Tenure (PRT) Calendar, application instructions, guidelines, and format are distributed to faculty
- 1-30 The University Promotion, Retention and Tenure Committee (UPRTC), via Office of the Provost/Academic Affairs and Research, solicits faculty comments regarding the current statement on University Criteria for Promotion and Tenure. Written comments may be forwarded to the UPRTC by 10/9
- 1-30 Department chair and department PRTC chair meet with each new faculty member to review PRT documents

October 2013

- 9 (W) Written comments from faculty are due to the UPRTC regarding the current University Criteria for Promotion and Tenure
- 11 (F) Colleges provide a comprehensive list of pre-tenured faculty listed by department and evaluation year to the Executive Vice Chancellor and Provost
- 25 (F) The UPRTC adopts the 2014-2015 University Criteria for Promotion and Tenure and distributes to faculty
- 10/16-11/1 Suggested date for departments/colleges to receive student evaluations of faculty

November 2013

- 4 (M) Suggested date for chairs to provide retention recommendations for 2nd-year faculty to the deans
- 4 (M) Colleges and departments provide one electronic copy and one hard copy of their proposed promotion and tenure criteria for the upcoming academic year (2014-2015) to Office of the Provost/Academic Affairs and Research (jcossey@astate.edu) for review by the UPRTC
- 11 (M) Deans provide to the Executive Vice Chancellor and Provost retention recommendations for 2nd-year faculty to receive 3rd-year appointments for the upcoming academic year
- 25 (M) Official retention notices are sent to 2nd-year faculty from the Executive Vice Chancellor and Provost

December 2013 (Winter Holiday Schedule 12/16/13-12/31/13)

- 10 (T) The UPRTC reviews current college and department criteria for promotion and tenure and provides written comments to colleges, departments, and the Executive Vice Chancellor and Provost

January 2014

- 3 (F) Last day for 3rd-year pre-tenured faculty to submit applications for Comprehensive Pre-tenured Review to their department PRTC
- 3 (F) Professional activities, productivity, and merit evaluation documents to be considered for reappointment recommendation for individual faculty members are due to department chair
- 3 (F) Last day for PRT candidates to submit applications to their Department PRTC
- 6-10 (M-F) Department PRTC meets to review promotion and tenure applications and make recommendations (5 working days)
- 14 (T) The department PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department PRTC chair by the close of the third business day following receipt of written notification, but no later than day end 1/17/14 (3 working days)
- 17 (F) Last day for applicants to contact the department PRTC to withdraw from further promotion and/or tenure consideration
- 17 (F) The Office of Institutional Research, Planning, and Assessment solicits faculty comments for the evaluation of chairs
- 20 (M) Department chair receives applications and recommendations from the department PRTC
- 20 (M) Department chairs receive applications and recommendations from the department PRTC for 3rd-year Comprehensive Pre-tenured Reviews
- 20-22 (M-W) The department chair provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department chair by the close of the third business day following receipt of written notification, but no later than day end 1/27/14 (3 working days)
- 24 (F) Suggested date for chairs to provide retention recommendations for 1st-year faculty to deans
- 27 (M) Last day for applicants to contact the department chair to withdraw from further promotion and/or tenure consideration
- 28 (T) College PRTC receives applications and recommendations from department chairs
- 28 (T) College PRTCs receive applications and recommendations from the department chairs for 3rd-year Comprehensive Pre-tenured Reviews

February 2014

- 3 (M) Deans provide to the Executive Vice Chancellor and Provost retention recommendations for 1st-year pre-tenured faculty to receive 2nd-year appointments for the upcoming academic year
- 11-17 (T-M) The College PRTC meets to review promotion and tenure applications and make recommendations (5 working days)
- 12 (W) Chairs complete faculty performance reviews, counseling sessions and merit evaluations (in accord with the departmental procedures and chair's evaluation form for individual faculty member) and provide reviews and evaluations to deans

February 2014 (continued)

- 14 (F) Official retention notice to 1st-year faculty from the Executive Vice Chancellor and Provost
- 17-19 (M-W) The College PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their College PRTC chair by the close of the third business day following receipt of written notification, but no later than day end 2/24/14 (3 working days)
- 24 (M) Last day for applicants to contact the College PRTC to withdraw from further promotion and/or tenure consideration
- 24 (M) College deans receive applications and recommendations from the College PRTC for 3rd-year Comprehensive Pre-tenured Reviews
- 2/25-2/27 (T-R) Deans receive applications and recommendations on 2/28/14 from the College PRTC; Deans review promotion and tenure applications and make recommendations (3 working days)
- 2/27 (R) Deans provide appropriate feedback and written documentation to 3rd-year Comprehensive Pre-tenured Review applicants

March 2014

- 7 (F) Self-review of current year (2013-2014) unit goals from deans and directors due to the Executive Vice Chancellor and Provost
- 7-11 (F-T) Deans provide written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their college dean by the close of the third business day following receipt of written notification, but no later than day end 3/14/14 (3 working days)
- 14 (F) Last day for applicants to contact their college dean to withdraw from further promotion and/or tenure consideration
- 14 (F) Deans provide chair/associate dean evaluation statements to chairs/associate deans and Executive Vice Chancellor and Provost; Directors provide supervisor evaluation statements to supervisors and Executive Vice Chancellor and Provost
- 17 (M) Executive Vice Chancellor and Provost collects promotion and tenure applications and recommendations from deans for the UPRTC
- 17 (M) Suggested date for chairs to provide retention recommendations for 3rd, 4th, and 5th-year pre-tenured faculty to the dean (for 4th, 5th, and 6th-year reappointments)
- 18 (T) UPRTC picks up PRT packets from Office of the Provost/Academic Affairs and Research for review

(Spring Break 3/24-3/29)

- 31 (M) Deans provide to the Executive Vice Chancellor and Provost reappointment recommendations for third, fourth and fifth-year pre-tenured faculty to receive 4th, 5th and 6th-year appointments for the upcoming academic year (If tenure is not awarded by the end of the 6th year, a 7th-year terminal appointment will be issued)
- 31-4/4 (M-F) UPRTC meets to review promotion and tenure applications and make recommendations (5 working days)

April 2014

- 1 (T) Chairs complete evaluations for non-tenured faculty and forward to the deans
- 2 (W) The UPRTC notifies applicants of its recommendation(s) prior to making final recommendations to the Executive Vice Chancellor and Provost. Applicants who wish to withdraw from further promotion and tenure consideration must contact the UPRTC by the close of the 3rd business day following receipt of written notification, but no later than day end 4/7/14 (3 working days)
- 7 (M) Last day for applicants to contact the UPRTC to withdraw from further promotion and/or tenure consideration
- 8 (T) UPRTC provides promotion and tenure recommendations to Executive Vice Chancellor and Provost
- 8-25 Executive Vice Chancellor and Provost forwards promotion and tenure recommendations to the president for approval and submission to the Board of Trustees
- 8-25 Executive Vice Chancellor and Provost sends official letters of notification to promotion and tenure applicants the day before the ASU Board of Trustees meet
- 4/7-5/2 Departments and colleges should fill any vacancies on the department and College PRT committees, elect their university PRTC representative, and forward the name of replacements to Office of the Provost/Academic Affairs and Research (jcossey@astate.edu) by 5/02/14
- 9 (W) Executive Vice Chancellor and Provost sends official notice of non-reappointment to 3rd, 4th and 5th-year pre-tenured faculty. Terminal appointment will be issued for the 2013-2014 academic year.
- 9 (W) Official retention notice sent to 3rd, 4th and 5th-year faculty (for 4th, 5th & 6th-year reappointments) for the upcoming year from the Executive Vice Chancellor and Provost
- 14 (M) Deans forward reappointment recommendations for budgeted non-tenured faculty to the Executive Vice Chancellor and Provost (Reappointment letters are not sent to non-tenured faculty)
- 4/25-5/9 Executive Vice Chancellor and Provost meets with deans and directors to provide performance reviews for AY 2013-2014 unit goals and merit evaluation statements.

May 2014

- 28 (W) Projected Unit goals for AY 2014-2015 from deans and directors due to the Executive Vice Chancellor and Provost.

Note: All colored text applies to applicants. Action required by administration/committees is color coded as indicated below.

Green = UPRTC
Pink = DPRTC
Blue = CHAIR
Orange = CPRTC
Brown = DEAN
Purple = EXECUTIVE VICE CHANCELLOR AND PROVOST