Tenure in Academic Departments

Timeline for Faculty in Third and Fourth Probationary Years

	Time Allotted (Dates)	(not including weekends, breaks, and holidays)
1.	F 08-23-13	Candidate submits tenure file to department chair. If candidate would like a copy of his/her tenure file, a copy should be made before submitting to department chair, as candidate will not be able to obtain a copy of the file once it has left the department.
2.	1 day M 08-26-13	Chair forwards file to department tenure committee.
3.	5 days Tu 08-27-13 Tu 09-03-13	**Department tenure committee** reviews file and writes initial recommendation. Though addressed to chair, copy is sent only to candidate at this time.
3.a	2 days W 09-04-13 Th 09-05-13	Candidate may request an appeal hearing of the initial recommendation.
3.b.	3 days F 09-06-13 Tu 09-10-13	Candidate may insert additional materials in file. On request candidate will receive hearing by department tenure committee. Department tenure committee writes final recommendation to chair, forwarding copy to candidate. Initial and final recommendations are placed in file.
3.c.	1 day W 09-11-13	Department tenure committee forwards file to chair.
3.d.	3 days W 09-11-13 F 09-13-13	Candidate may respond in writing to any unresolved differences regarding department tenure committee evaluation. Response must be sent to chair and becomes a part of the tenure file in the back of department tenure committee's recommendation section.
4.	5 days Th 09-12-13 W 09-18-13	**Chair** reviews file and writes initial recommendation. Though addressed to dean, copies are sent only to candidate and department tenure committee chair at this time.

4.a.	2 days	Th 09-19-13 F 09-20-13	Candidate may request an appeal hearing on the initial recommendation.
4.b.	3 days	M 09-23-13 W 09-25-13	On request candidate will receive hearing by chair. Chair writes final recommendation to dean, forwarding copies to candidate and department tenure committee chair. Initial and final recommendations are placed in file.
4.c.	1 day	Th 09-26-13	Chair forwards file to dean. The candidate may not insert additional materials into the file once it leaves the department.
4.d.	3 days	Th 09-26-13 M 09-30-13	Candidate may respond in writing to any unresolved differences regarding chair evaluation. Response must be sent to dean and becomes a part of the tenure file in the back of department chair's recommendation section.
5.	1 day	Tu 10-01-13	Dean forwards file to college tenure committee.
6.	3 weeks	W 10-02-13 Tu 10-22-13	**College tenure committee** reviews file and writes initial recommendation. Though addressed to the dean, copies are sent only to candidate, department chair, and department tenure committee chair at this time.
6.a.	2 days	W 10-23-13 Th 10-24-13	Candidate may request an appeal hearing on the initial recommendation.
6.b.	3 days	F 10-25-13 Tu 10-29-13	On request candidate will receive hearing by college tenure committee. Committee writes final recommendation to dean, forwarding copies to candidate, department chair, and department tenure committee chair. Initial and final recommendations are placed in file.
6.c.	1 day	W 10-30-13	College tenure committee forwards file to dean.
6.d.	3 days	W 10-30-13 F 11-01-13	Candidate may respond in writing to any unresolved differences regarding college tenure committee evaluation. Response must be sent to dean and becomes a part of the tenure file in the back of college tenure committee's recommendation section.
7.	10 days	Th 10-31-13 W 11-13-13	**Dean** reviews file and writes initial recommendation. Though addressed to provost, copies are sent only to candidate, college tenure committee chair, department chair, and department tenure committee chair.

7.a.	2 days Th 11-14-13 F 11-15-13	Candidate may request an appeal hearing on the initial recommendation.
7.b.	3 days M 11-18-13 W 11-20-13	On request candidate will receive hearing by dean. Dean writes final recommendation to provost, forwarding copies to candidate; department chair; and chairs of the college and department tenure committees. Initial and final recommendations are placed in file.
8.	Th 11-21-13	When the last recommendation is that the candidate be removed from the tenure track, the candidate may appeal further. Please see MOA Tenure Pathways L-P. An appropriate timeline will be established in consultation with the candidate and reviewing parties.