

Tenure in Academic Departments

Timeline for Faculty in **Third** and **Fourth** Probationary Years

(*Third / Fourth Year Library Faculty refer to Fifth / Sixth Year Timeline*).

Refer to MOA Article IX: Tenure for additional information.

	<u>Time Allotted Dates</u>	(not including weekends, breaks, and holidays)
1.	<u>F 08-23-24</u>	Candidate submits digital tenure file to department. Candidate retains read-only access to file.
2.	<u>1 day M 08-26-24</u>	Chair instructs department tenure committee to begin review.
3.	<u>5 days Tu 08-27-24 Tu 09-03-24</u>	Department tenure committee reviews file and writes initial recommendation. Though addressed to chair, copy is sent only to candidate at this time.
3.a	<u>2 days W 09-04-24 Th 09-05-24</u>	Candidate may request an appeal hearing of the initial recommendation.
3.b.	<u>3 days F 09-06-24 Tu 09-10-24</u>	Candidate may insert additional materials in file after electronically unlocked by committee chair or unit chair. 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.	<u>1 day W 09-11-24</u>	Department tenure committee sends file forward to chair.
3.d.	<u>3 days W 09-11-24 F 09-13-24</u>	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 department tenure committee's recommendation section.
4.	<u>5 days Th 09-12-24 W 09-18-24</u>	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.	<u>2 days Th 09-19-24 F 09-20-24</u>	Candidate may request an appeal hearing on the initial recommendation.

- 4.b.

3 days	
M	09-23-24
W	09-25-24

 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	09-26-24

 Chair sends file forward to college. The candidate may not change, insert or remove materials once the file leaves the departmental level of review.
- 4.d.

3 days	
Th	09-26-24
M	09-30-24

 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 department chair's recommendation section.
5.

1 day	
Tu	10-01-24

 Dean instructs college tenure committee to begin review.
6.

3 weeks	
W	10-02-24
Tu	10-22-24

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	10-23-24
Th	10-24-24

 Candidate may request an appeal hearing on the initial recommendation.
- 6.b.

3 days	
F	10-25-24
Tu	10-29-24

 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	10-30-24

 College tenure committee forwards file to dean.
- 6.d.

3 days	
W	10-30-24
F	11-01-24

 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 college tenure committee's recommendation section.
7.

10 days	
Th	10-31-24
W	11-13-24

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	11-14-24
F	11-15-24

 Candidate may request an appeal hearing on the initial recommendation.

7.b.	<u>3 days</u>	
	M	11-18-24
	W	11-20-24

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.	<u>TBD</u>	
	Th	11-21-24

If 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.