

Tenure in Academic Departments

Timeline for Faculty in **Fifth** and **Sixth** Probationary Years and Library Faculty in Third - Sixth Years

Refer to MOA Article IX: Tenure for additional information.

	<u>Time Allotted</u> Dates	(not including weekends, breaks, and holidays)
1.	<u>F 08-23-24</u>	Candidate submits tenure file to department chair / library dean. If candidate would like a copy of their tenure file, a copy should be made before submitting to department chair / library dean, as candidate will not be able to obtain a copy of the file once it has left the department.
2.	<u>1 day</u> M 08-26-24	Chair / library dean forwards file to department tenure committee.
3.	<u>5 days</u> Tu 08-27-24 Tu 09-03-24	Department tenure committee reviews file and writes initial recommendation. Though addressed to chair / library dean, copy is sent only to candidate at this time.
3.a	<u>2 days</u> W 09-04-24 Th 09-05-24	Candidate may request an appeal hearing of the initial recommendation.
3.b.	<u>3 days</u> F 09-06-24 Th 09-10-24	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 / library dean, forwarding copy to candidate. Initial and final recommendations are placed in file.
3.c.	<u>1 day</u> W 09-11-24	Department tenure committee forwards file to chair / library dean.
3.d.	<u>3 days</u> W 09-11-24 F 09-13-24	Candidate may respond in writing to any unresolved differences regarding department tenure committee evaluation. Response must be sent to chair / library dean and becomes a part of the tenure file in the back of department tenure committee's recommendation section.
4.	<u>5 days</u> Th 09-12-24 W 09-18-24	Chair / library dean 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	09-19-24
F	09-20-24

 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 / library dean. Chair / library dean 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 / library dean forwards file to dean.* 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 / library dean 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	10-01-24

 Dean forwards file to college tenure committee.**
6.

10 days	
W	10-02-24
Tu	10-15-24

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	10-16-24
Th	10-17-24

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

3 days	
F	10-18-24
Tu	10-22-24

 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	10-23-24

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

3 days	
W	10-23-24
F	10-25-24

 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 back of college tenure committee's recommendation section.
7.

10 days	
Th	10-24-24
W	11-06-24

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.	<table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td colspan="2" style="text-align: center;">2 days</td> </tr> <tr> <td style="padding-right: 10px;">Th</td> <td>11-07-24</td> </tr> <tr> <td>F</td> <td>11-08-24</td> </tr> </table>	2 days		Th	11-07-24	F	11-08-24	Candidate may request an appeal hearing on the initial recommendation.
2 days								
Th	11-07-24							
F	11-08-24							
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3 days								
M	11-11-24							
W	11-13-24							
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1 day								
Th	11-14-24							
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3 days								
Th	11-14-24							
M	11-18-24							
7.e.	<table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td colspan="2" style="text-align: center;">1 day</td> </tr> <tr> <td style="padding-right: 10px;">Tu</td> <td>11-19-24</td> </tr> </table>	1 day		Tu	11-19-24	Provost forwards file to university tenure committee.		
1 day								
Tu	11-19-24							
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3 weeks								
W	11-20-24							
W	01-22-25							
8.a.	<table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td colspan="2" style="text-align: center;">2 days</td> </tr> <tr> <td style="padding-right: 10px;">Th</td> <td>01-23-25</td> </tr> <tr> <td>F</td> <td>01-24-25</td> </tr> </table>	2 days		Th	01-23-25	F	01-24-25	Candidate may request an appeal hearing on initial recommendation.
2 days								
Th	01-23-25							
F	01-24-25							
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3 days								
M	01-27-25							
W	01-29-25							
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3 days								
Th	01-30-25							
M	02-03-25							
9.	<table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td colspan="2" style="text-align: center;">10 days</td> </tr> <tr> <td style="padding-right: 10px;">F</td> <td>01-31-25</td> </tr> <tr> <td>Th</td> <td>02-13-25</td> </tr> </table>	10 days		F	01-31-25	Th	02-13-25	Provost reviews file and writes initial recommendation. Though addressed to president, copies are sent only to candidate; dean; department chair / library dean; and chairs of the university, college, and department tenure committees at this time.
10 days								
F	01-31-25							
Th	02-13-25							

9.a.	2 days	Candidate may request an appeal hearing on the initial recommendation.
	F 02-14-25	
	M 02-17-25	
9.b.	3 days	On request candidate will receive hearing by provost. Provost writes final recommendation to president, forwarding copies to candidate; dean; department chair / library dean; and chairs of the university, college, and department tenure committees. Initial and final recommendations are placed in file.
	Tu 02-18-25	
	Th 02-20-25	
9.c.	1 day	Provost forwards file to president.
	F 02-21-25	
9.d.	3 days	Candidate may respond in writing to any unresolved differences regarding provost evaluation. Response must be sent to president and becomes a part of the tenure file in the back of provost's recommendation section.
	F 02-21-25	
	Tu 02-25-25	
10.	10 days	President reviews file and writes initial recommendation to candidate, forwarding copies to provost; dean; department chair / library dean; and chairs of the university, college, and department tenure committees.
	M 02-24-25	
	F 03-07-25	
10.a.	2 days	Candidate may request an appeal hearing on the initial recommendation.
	M 03-10-25	
	Tu 03-11-25	
10.b.	3 days	On request candidate will receive hearing by president. President writes final recommendation to candidate, forwarding copies to provost; dean; department chair / library dean; and chairs of the university, college, and department tenure committees.
	W 03-12-25	
	F 03-14-25	

* Library dean recommendation and candidate response are addressed/forwarded to provost. Following library dean review, library faculty file is forwarded to provost for university level review (with all 5th/6th year files).

** College level review does not apply to library faculty.