

TIMELINE FOR PROMOTION AND/OR TENURE

TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and Provost/EVPAA notification of intent to apply for promotion and/or tenure.	May 1
Dean verifies, with the Office of the Provost/EVPAA, whether the candidate is eligible for promotion and/or tenure and notifies the candidate.	May 15
Department Chair forms Peer Promotion and/or Tenure Committee.	September 1
Candidate submits application and portfolio via the online database that UNA has established for this purpose.	October 1
Peer Promotion and/or Tenure Committee reviews portfolios, completes evaluation for candidates, and submits Promotion and/or Tenure Evaluation Form via the online database that UNA has established for this purpose.	November 15
Department Chair reviews portfolios, completes evaluation for candidates, and submits Promotion and/or Tenure Evaluation Form via the online database that UNA has established for this purpose.	December 1
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and submits all information relating to the promotion and/or tenure recommendation via the online database that UNA has established for this purpose.	February 1
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and submits Promotion and/or Tenure Evaluation Form via the online database that UNA has established for this purpose.	March 15
Provost/EVPAA reviews portfolios, completes evaluations for candidates, and provides evaluation to the President.	April 15
President or his/her designee makes final decision and informs Provost/EVPAA.	April 22
Letters of notification from the President are mailed to candidates.	May 1 (promotions become effective on the first day of the following fall semester)

*If target date falls on a university non-workday, the next workday applies.