

TIMELINE FOR PROMOTION AND/OR TENURE

TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and VPAA/Provost notification of intent to apply for promotion and/or tenure.	May 1
Dean verifies, with the Office of the VPAA/Provost, 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 presents application and portfolio to Department Chair.	October 1
Peer Promotion and/or Tenure Committee reviews portfolios, completes evaluation for candidates, and provides Promotion and/or Tenure Evaluation Form to department chair.	November 15
Department Chair reviews portfolios, completes evaluation for candidates, and provides Promotion and/or Tenure Evaluation Form to dean.	December 1
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and provides all information relating to the promotion and/or tenure recommendation to VPAA/Provost and promotions@una.edu.	February 1
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and provides Promotion and/or Tenure Evaluation Form to VPAA/Provost.	March 15
VPAA/Provost reviews portfolios, completes evaluations for candidates, and provides evaluation to the President.	April 15
President or his/her designee makes final decision and informs VPAA /Provost.	April 22
VPAA/Provost informs deans of final decisions. Candidates are notified by deans.	May 1 (promotions become effective on the first day of the following fall semester)
Portfolios are picked up from dean.	May 15

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