

DATES FOR 2020-2021 PROMOTION/TENURE, PRE-TENURE, AND PERIODIC CAREER REVIEWS

PROMOTION AND/OR TENURE CASES

April 30, 2020	Eligible faculty identify names/contact information of potential external reviewers and submit/review with chair of department personnel committee.
May 15, 2020	Chairs notify Dean's Office of tenured faculty interested in promotion to full professor, and those probationary faculty members requesting early review for tenure/promotion.
June 1-15, 2020	Department Chair contacts external reviewers (See CEHD PPP for requirements of letters). [IMPERATIVE] per Provost, reviewers <u>must</u> submit their CV with review letter].
August 10, 2020	External letters are due to Department Chairs. Upon receipt of letters, Chair will provide redacted letters to candidate who has 10 days to prepare any rebuttals. The candidate will electronically upload the redacted letters along with their other materials. The chair should also send a copy of the unredacted letters to the Dean's Office to be added to the candidate's electronic case.
September 14, 2020	Candidates upload all relevant materials in their electronic case for review by the Department Personnel Committee and Chair. Department Personnel Committee and Chair begin independent reviews of promotion &/or tenure materials.
September 14, 2020	Dean's Office sends list of all confirmed promotion and/or tenure candidates for 2020-2021 to Provost Office.
October 19, 2020	Department Personnel Committee and Chair complete reviews, write independent letters, and electronically submit their review letter in the appropriate tab in the electronic case. The candidate's case is then automatically forwarded to the CEHD Personnel Committee.
November 9, 2020	CEHD Personnel Committee reviews materials and uploads their letter in the appropriate tab in the electronic case. The candidate's case is then automatically forwarded to the Dean.
January 15, 2021	Dean reviews materials for tenure and promotion cases and uploads her letter in the appropriate tab in the electronic case. The candidate's case is then automatically forwarded to Danny Cradic for a final check off and submission to the Provost.

CLINICAL PROMOTION CASES

May 15, 2020	Chairs notify Dean's Office of clinical faculty interested in promotion.
June 1-15, 2020	For clinical promotion cases, Department Chair contacts external reviewers (See CEHD PPP for requirements of letters. [IMPERATIVE per Provost, reviewers must submit the CV with review letter].
August 10, 2020	External letters are due to Department Chair. Upon receipt of letters, Chair will provide redacted letters to candidate who has 10 days to prepare any rebuttals. The candidate will electronically upload the redacted letters along with their other materials. The chair should also send a copy of the unredacted letters to the Dean's Office to be added to the candidate's electronic case.
September 14, 2020	Clinical promotion candidates upload all relevant materials in their electronic case for initial review by the Department Personnel Committee and Chair. Department Personnel Committee and Chair begin independent reviews of promotion &/or tenure materials.
October 19, 2020	Department Personnel Committee and Chair complete reviews, write independent letters, and electronically submit their review letter. Upon submission, the candidate's case is automatically forwarded to the CEHD Personnel Committee.
November 9, 2020	CEHD Personnel Committee reviews materials and uploads their letter in the appropriate tab in the electronic case. Upon submission, the candidate's case is automatically forwarded to the Dean.
January 15, 2021	Dean reviews materials for tenure and promotion cases and uploads her letter in the appropriate tab in the electronic case. The candidate's case is then automatically forwarded to Danny Cradic for a final check off and submission to the Provost.

PRE-TENURE REVIEW

November 27, 2020	Candidate submits materials to Department Chair and Department Personnel Committee. As of this date, this will not be electronic.
January 22, 2021	Department Chair and Department Personnel Committee complete reviews, write independent letters, and all materials are forwarded to Danny Cradic who will forward them to the CEHD Personnel Committee.
February 26, 2021	CEHD Personnel Committee reviews materials, submits letter, and forwards materials to the Dean.

PERIODIC CAREER REVIEW

January 21, 2021	Materials from Dean's office (Annual Work Plans and Reviews for the period under review) are provided to the CEHD Personnel Committee. Candidates must submit any additional materials.
March 5, 2021	CEHD Personnel Committee reviews materials, prepares a recommendation letter, and notifies dean and faculty members of the results of the review.

SABBATICAL LEAVE REQUESTS/OTHER LEAVES OF ABSENCE

September 20, 2020	For requests seeking sabbaticals for academic year 2021-2022, faculty member submits sabbatical leave request form and relevant materials, including Department Chair support letter, to the Dean.
October 15, 2020	Dean reviews request and materials and makes recommendation to the Provost.