



# PRE-TENURE, TENURE, PROMOTION, AND POST-TENURE

## Division of Academic Affairs

The proposed dates in the Tenure and Promotion timeline and Pre-Tenure Review and Post-Tenure Review timeline are subject to change contingent upon any revisions to the official institutional calendar. Committee chairs, department heads, and/or deans should allow additional days, according to the college's tenure and promotion procedures, to consider any written appeals. College deans may alter the below recommended dates, if needed, to better facilitate the review process.

<b>TENURE AND PROMOTION</b> Submission and Review Timeline		
<b>Action</b>	<b>Responsible</b>	<b>Recommended Completion Date*</b>
Attend institutional training seminars about the tenure and promotion process at VSU; Review department, college, and institutional tenure and promotion policies and procedures	Faculty Member	Prior to Application
Remind faculty of upcoming application due date	Department Head	2 <sup>nd</sup> Monday in April
Provide application and supporting materials to department tenure and promotion advisory committee	Faculty Member	4 <sup>th</sup> Wednesday in August
Review applications for tenure and promotion; Provide report/recommendation for tenure and/or promotion to candidate and Department Head	Department Tenure and Promotion Advisory Committee	2 <sup>nd</sup> Wednesday in Sept. (~3 weeks)



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<b>TENURE AND PROMOTION</b> Submission and Review Timeline		
<b>Action</b>	<b>Responsible</b>	<b>Recommended Completion Date*</b>
Review applications for tenure and promotion; Review department advisory committee's recommendations; Provide report/recommendation for tenure and/or promotion to candidate and college tenure and promotion advisory committee; Meet with any faculty who will not receive departmental approval for the personnel action under consideration; If there is a non-support of the candidate's action, the candidate can withdraw the dossier or submit further explanation/clarification (without including additional review materials), that may include documentation justifying reasons for further consideration to the next level.	Department Head	1 <sup>st</sup> Wednesday in October (~2 weeks)
Review applications for tenure and promotion; Provide report/recommendation for tenure and/or promotion to candidate and Dean	College Tenure and Promotion Advisory Committee	4 <sup>th</sup> Wednesday in October (~3 weeks)
Review applications for tenure and promotion; Review committees' recommendations; Provide report/recommendation for tenure and/or promotion to candidate and Provost and VPAA; Forward all materials to Academic Affairs; Meet with any faculty who will not receive college approval for the personnel action under consideration; If there is a non-support of the candidate's action, the candidate can withdraw the dossier or submit further explanation/clarification (without including additional review materials), that may include documentation justifying reasons for further consideration to the Dean.	Dean	4 <sup>th</sup> Friday in November (~3 weeks)
Receive electronic materials for University Tenure and Promotion Committee (UTPC)	Office of Academic Affairs	1 <sup>st</sup> Wednesday in December (~2 weeks)



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<b>TENURE AND PROMOTION</b> Submission and Review Timeline		
Action	Responsible	Recommended Completion Date*
Review applications for tenure and promotion; Provide report/recommendation for tenure and/or promotion to candidate and Provost and VPAA;	University Tenure and Promotion Committee	1 <sup>st</sup> Monday in February (~8 weeks)
Review applications for tenure and promotion; Review University T&P Committee's recommendations; Confer with UTPC Chair, Dean, and/or Department Head as needed; Provide recommendations for tenure and/or promotion to President. If there is a non-support of the candidate's action, the candidate can withdraw the dossier or submit further explanation/clarification (without including additional review materials), that may include documentation justifying reasons for further consideration.	Provost and VPAA	1 <sup>st</sup> Monday in March (~4 weeks)
Review applications for tenure and promotion; Review Provost's recommendations; Confer with Provost and VPAA; Approve or disapprove. If there is a non-support of the candidate's tenure application, the candidate can submit an appeal to the USG in an application for discretionary review.	President	4 <sup>th</sup> Monday in March (~3 weeks)
Send final recommendations for personnel action to USG; Send decision letters for tenure and/or promotion to candidate, Department Head, and Dean; File decision letter and electronic submissions; Provide results to Office of Communications for news release	Office of Academic Affairs	By April 1 (~1 week)

\*If completion date falls on a holiday, submit the next business day.



# PRE-TENURE, TENURE, PROMOTION, AND POST-TENURE

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PRE-TENURE AND POST-TENURE REVIEW Submission and Review Timeline		
Action	Responsible	Recommended Completion Date*
Provide pre-tenure dossier or post-tenure application materials, including the personnel action cover sheet, to department tenure and promotion advisory committee • Faculty in the Colleges of The Arts, Nursing and Health Sciences, Business, and Education and Human Services and Odum Library submit pre-tenure materials in fall and post-tenure materials in fall. • Faculty in the College of Humanities and Social Sciences and College of Science and Mathematics submit pre-tenure materials in spring and post-tenure materials in fall.	Faculty Member	4 <sup>th</sup> Wednesday in August  2 <sup>nd</sup> Monday in March (COHSS & COSM only for pre-tenure)
Review pre-tenure dossier or post-tenure application materials; Provide report/recommendation to Department Head	Department Tenure and Promotion Advisory Committee	Committee will set date internally to forward to Dept. Head.
Review pre-tenure dossier or post-tenure application materials; Review department advisory committee's recommendations; Provide report/recommendation to Dean	Department Head	1 <sup>st</sup> Wednesday in October  2 <sup>nd</sup> Monday in April (COHSS & COSM only for pre-tenure)
Review pre-tenure dossier or post-tenure application materials; Review committees' recommendations and Department Head's recommendations; Meet with candidates to go over pre-tenure review, if desired; Provide letter of notification to candidate and Provost/VPAA	Dean	4 <sup>th</sup> Friday in November  Notification letter by December 1 <sup>st</sup> to candidate for post-tenure review.  2 <sup>nd</sup> Monday in May (COHSS & COSM only for pre-tenure)

\*If completion date falls on a holiday, submit the next business day.