**COLLEGE OF THE ARTS**

**2023-2024 SCHEDULE\* and APPLICATION PROCESSING INSTRUCTIONS**

**TENURE & PROMOTION TO ASSOCIATE PROFESSOR; PROMOTION TO FULL PROFESSOR; MID-TENURE REVIEW**

**The following sequence of dates apply to T&P to Associate Professor candidates and promotion to full Professor candidates. The mid-tenure review timeline is outlined after this section.**

After January 15 & before end of spring semester: *APPLICANT and DIRECTOR* develop a sufficient list of external reviewers to guarantee a minimum of three and maximum of six external reviews to be submitted to the application. All external reviews received must be scanned into the application by the school liaison. The applicant and Director will select the priority order for the Director to contact for availability to serve as an external reviewer. Director and Applicant will determine the schedule for sending materials to the external reviewers. Applicant in consultation with the Director, prepares and provides the Director with a digital file or sufficient hard copies of the research/creative activity documentation/materials to be sent to the external reviewers. It is recommended that the reviews be received by the school no later than August 12.

**By August 1:** ***SCHOOL LIAISON*** at the direction of the Unit Director will prepare and enter the Student Evaluation of Teaching section of the application. This section must be completed by the School Liaison and is needed by this date for the Unit Director to compose the *Summary Narrative of the Student Evaluation of Teaching.* Please reference the application to complete this section.

*Note: Data from student evaluations must be completed by the school at the direction of the School Director. The applicant is not permitted to complete this section.*

*Instructions for School Director:*

The summary narrative by the Director should contain, but need not be limited to, comments regarding:

1. Professional development in the areas of teaching
2. Information on levels and types of courses routinely taught (graduate vs. undergraduate, large vs. small sections, on-line courses, etc.)
3. Evaluation scores (ranges, comparison to school norms, trends, differences, among courses taught, etc.)
4. Peer evaluations (if conducted)
5. The essence of comments from student evaluations. The comments in their entirety, may be included as a folder in the supplemental materials. Some commentary that distills these comments is required as part of the Summary Narrative of the Student Evaluation of Teaching.

**By August 1:** ***APPLICANT*** to have completed the Publications and Creative Non-Published Works sections in the Research portion of the application for the Director to compose the *Analysis of Publications - Director’s Assessment of Published/Creative Works*.

(Alternatively, outside of Archivum and with permission from the Unit Director, the Applicant may provide the Unit Director with the information necessary for the Director to compose the *Analysis of Publications -Director’s Assessment of Published/Creative Works).*

*Instructions for School Director:*

For tenure applications, the director should include all publications/journals in the analysis of faculty publications. For applicants seeking promotion only, the emphasis should be placed on the last five years but may include additional years.

1. Assessment of Books/Textbooks/Chapters or Segments of Books

Provide data relevant to the quality of the books/textbooks published, in press, or accepted for publication by the candidate. This may include descriptions of the nature/quality of the publisher (i.e., university press, academic press, popular press, etc.), published reviews of these works, data on the number of units sold, number of units as holding in research libraries, universities/colleges which have adopted these works, etc.

1. Assessment of Refereed Articles

Provide a description and evaluation of the quality of the journals in which the candidate has published and, if multiple authors, the candidate’s relative contribution. This description and evaluation should include for each journal:

1. Name
2. Description
3. Independent evaluation of quality acceptance/rejection rate
4. Impact factor from web of science (if available)
5. Assessment of Creative Non-Published Works

Provide a description and evaluation of the quality of the creative non-published works of the candidate. This description and evaluation should include a brief assessment of the significance of the works, the magnitude of the candidate’s involvement, and critical recognition of these works.

**By August 15:** ***APPLICANT*** - Application to be complete (including Director Analysis of Publications and summary of Teaching) and submitted by applicant for quality review. Quality review will take place and applicant will be contacted (outside of Archivum) if any needed corrections/adjustments are noted.

**By August 29**: ***APPLICANT*** -Quality review will have been completed and this is the final deadline for all corrections/adjustments made to the application including items identified by the quality review. By this date the Applicant submits and DocuSigns the application, which advances the application to the School Faculty/Committee and Director for review.

**By September 1:** ***ARCHIVUM*** - **Tenure & Promotion** to Associate Application advances for School Tenured Faculty and, as applicable, Tenured Faculty Committee review.

***ARCHIVUM -*** **Promotion to Full Professor** Application advances for School Full Professor Committee review (as applicable)

**By September 15**: *(or date as determined by unit Director):*

*For* ***Tenure & Promotion***: ***SCHOOL TENURED FACULTY*** *and* ***SCHOOL COMMITTEE CHAIR*** deliberation and voting completed, and Tenured Faculty Committee Chair submits votes to application. The writing and faculty review of the Tenured Faculty narrative is typically determined at this time.

*For* ***Promotion to Full Professor****:* ***SCHOOL FULL PROFESSORS/COMMITTEE*** *and* ***COMMITTEE CHAIR*** Full Professors deliberation and voting completed, and School Full Professor Committee Chair submits votes to application. The writing and committee review of the narrative is typically determined at this time.

**By September 25:** *For* ***Tenure & Promotion* -** ***SCHOOL TENURED FACULTY*** ***COMMITTEE CHAIR*** submits *Department Faculty Review Narrative* to application and DocuSigns. ***APPLICANT*** will receive notification of the submission of the Tenured Faculty narrative, vote, and recommendation. The applicant has five days for optional response or may submit and DocuSign without response. In either case it is recommended that the applicant acknowledge this opportunity to review by submitting and DocuSigning.

*For* ***Promotion to Full Professor* – *SCHOOL FULL PROFESSOR FACULTY*** ***COMMITTEE CHAIR*** submits *Department Faculty Review Narrative* to application and DocuSigns. ***APPLICANT*** will receive notification of the submission of the Full Professor Faculty narrative, vote, and recommendation. The applicant has five days for optional response or may submit and DocuSign without response. In either case it is recommended that the applicant acknowledge this opportunity to review by submitting and DocuSigning.

 **By September 30:** *For* ***Tenure & Promotion*:** If no action on a response is taken within five days, the application automatically advances to the Unit Director.

*For* ***Promotion to Full Professor:*** If no action on a response is taken within five days, the application automatically advances to the Unit Director.

**By October 2:** *For* ***Tenure & Promotion*:** ***UNIT DIRECTOR*** submits *Department Chair/Director Review Narrative* and *Recommendation* to the application and DocuSigns. ***APPLICANT*** will receive notification of the submission of the Director narrative. The applicant has five days for optional response or may submit and DocuSign without response. In either case it is recommended that the applicant acknowledge this opportunity to review by submitting and DocuSigning. If no action is taken, within five days, the application will automatically advance to the College Committee.

*For* ***Promotion to Full Professor:*** ***UNIT DIRECTOR*** submits *Department Chair/Director Review Narrative* and *Recommendation* to the application and DocuSigns. ***APPLICANT*** will receive notification of the submission of the Director narratives. The applicant has five days for optional response or may submit and DocuSign without response. In either case it is recommended that the applicant acknowledge this opportunity to review by submitting and DocuSigning. If no action is taken, within five days, the application will automatically advance to the College Committee.

**By October 7**: ***ARCHIVUM*** - **Tenure & Promotion** - If no action on a response is taken within five days the application automatically advances for College Committee individual review. ***ARCHIVUM -*** If no action on a response is taken within five days the application automatically advances for College Committee individual review.

**By October 21:**  ***COLLEGE T&P TO ASSOCIATE PROFESSOR DELIBERATION DAY***(date set by Dean’s office by August 15)

*For* ***Tenure & Promotion*:** ***College Tenure and Promotion to Associate Committee*** deliberation and voting is completed on this date and the College T&P to Associate Committee Chair submits votes to application. The writing and committee review of the narrative is typically determined at this time.

**By November 4:*****COLLEGE PROMOTION TO FULL PROFESSOR DELIBERATION DAY*** (date set by committee)

*For* ***Promotion to Full Professor: College Promotion to Full Professor Committee*** deliberation and voting is completed by this date and the College Promotion to Full Professor Committee Chair submits votes to application. The writing and committee review of the narrative is typically determined at this time.

**By November 8:** *For* ***Tenure & Promotion*:** ***COLLEGE T&P TO ASSOCIATE PROFESSOR CHAIR*** submits *College Review Narrative* to application and Docusigns.

**No later than November 9:** *For* ***Tenure & Promotion*:** ***APPLICANT*** will receive notification of the submission of the College Tenure & Promotion to Associate narrative and vote. The applicant has five days for optional response or may submit and Docusign without response. In either case it is recommended that the applicant acknowledge this opportunity to review by submitting and Docusigning. If no action is taken, within five days, the application will automatically advance for the Dean review.

**By November 14**: ***ARCHIVUM*** - **Tenure & Promotion** Application advances for CoTA Dean review.

**By November 22:** *For* ***Promotion to Full Professor*: *COLLEGE PROMOTION TO FULL PROFESSOR COMMITTEE CHAIR*** submits *College Committee Review Narrative* to application and Docusigns.

**By November 23:** *For* ***Promotion to Full Professor:*** ***APPLICANT*** will receive notification of the submission of the College Full Professor narrative and vote. The applicant has five days for optional response or may submit and Docusign without response. In either case it is recommended that the applicant acknowledge this opportunity to review by submitting and Docusigning. If no action is taken, within five days, the application will automatically advance for the Dean review.

**By November 28:** ***ARCHIVUM -*** **Promotion to Full Professor** application advances for CoTA Dean review.

**By December 31:** ***DEAN*** submits *Dean Review Narrative and Recommendation* to the application and Docusigns.

**By January 1**: ***Tenure & Promotion*:** ***APPLICANT*** will receive notification of the submission of the Dean’s narrative, and recommendation and instructions for final review.

***Promotion to Full Professor:*** ***APPLICANT*** will receive notification of the submission of the Dean’s narrative and recommendation and instructions for final review.

**By January 6:** *For* ***Tenure & Promotion*: *APPLICANT*** may submit an optional response or may submit and Docusign without response. In either case the applicant must acknowledge this final review by submitting and Docusigning.

***Promotion to Full Professor:*** ***APPLICANT*** may submit an optional response or may submit and Docusign without response. In either case the applicant must acknowledge this final review by submitting and Docusigning.

**By January 7, and with final review completed with applicant Docusign:**

***ARCHIVUM*** - **Tenure & Promotion** Application advances for Academic Affairs/Provost review.

***ARCHIVUM -*** **Promotion to Full Professor** Application advances for Academic Affairs/Provost review.

**MID-TENURE REVIEW PROCESS**

**By November 10:**

*For* ***Mid- Tenure Review***-***SCHOOL LIAISON***at the direction of the Unit Director will prepare and enter the Student Evaluation of Teaching section of the application. This section must be completed by the School and is needed by this date for the Unit Director to compose the *Summary Narrative of the Student Evaluation of Teaching.*Please reference the application to complete this section.

*Note: Data from student evaluations must be completed by the School at the direction of the School Director. The applicant is not permitted to complete this section.*

*Instructions for School Director:*

The summary narrative by the Director should contain, but need not be limited to, comments regarding:

1. Professional development in the areas of teaching
2. Information on levels and types of courses routinely taught (graduate vs. undergraduate, large vs. small sections, on-line courses, etc.)
3. Evaluation scores (ranges, comparison to school norms, trends, differences, among courses taught, etc.)
4. Peer evaluations (if conducted)
5. The essence of comments from student evaluations. The comments in their entirety, may be included as a folder in the supplemental materials. Some commentary that distills these comments is required as part of the Summary Narrative of the Student Evaluation of Teaching.

 **By November 10:**

*For* ***Mid- Tenure Review***-***APPLICANT*** to have completed the Publications and Creative Non-Published Works sections in the Research portion of the application for the Director to compose the *Analysis of Publications - Director’s Assessment of Published/Creative Works*.

(Alternatively, outside of Archivum and with permission from the Unit Director, the Applicant may provide the Unit Director with the information necessary for the Director to compose the *Analysis of Publications -Director’s Assessment of Published/Creative Works).*

*Instructions for School Director:*

For tenure applications, the director should include all publications/journals in the analysis of faculty publications. For applicants seeking promotion only, the emphasis should be placed on the last five years but may include additional years.

1. Assessment of Books/Textbooks/Chapters or Segments of Books.

Provide data relevant to the quality of the books/textbooks published, in press, or accepted for publication by the candidate. This may include descriptions of the nature/quality of the publisher (i.e., university press, academic press, popular press, etc.), published reviews of these works, data on the number of units sold, number of units as holding in research libraries, universities/colleges which have adopted these works, etc.

1. Assessment of Refereed Articles.

Provide a description and evaluation of the quality of the journals in which the candidate has published and, if multiple authors, the candidate’s relative contribution. This description and evaluation should include for each journal:

1. Name
2. Description
3. Independent evaluation of quality Acceptance/rejection rate
4. Impact factor from web of Science (if available)
5. Assessment of Creative Non-Published Works

Provide a description and evaluation of the quality of the creative non-published works of the candidate. This description and evaluation should include a brief assessment of the significance of the works, the magnitude of the candidate’s involvement, and critical recognition of these works.

**By December 8:**

***For Mid- Tenure Review***-***APPLICANT*** - Application to be complete (including Director Analysis of Publications and summary of Teaching) and submitted by applicant for quality review. Quality review will take place and applicant will be contacted (outside of Archivum) if any needed corrections/adjustments are noted.

**By January 4:**

*For* ***Mid- Tenure Review***-Once reviewed/approved in “Quality Review” the document will be submitted by the applicant and will advance to the approved Unit Faculty application review.

*(Reminder - there are no votes and no formal recommendations recorded in the document for tenure and promotion in the mid-tenure process.)*

 **By February 1:***(or earlier as determined by the unit schedule)*

*For* ***Mid- Tenure Review* -**The Unit and Unit Committee review will be complete, and the Unit Committee Chair will have submitted the narrative and DocuSigned through the Archivum T&P process and the application will be advanced for the Director review.

**By February 18:**

***For Mid- Tenure Review****-*The Director will have completed/submitted and docusigned the narrative through the Archivum T&P process and the document will be advanced for the applicant for review and then to the College T&P Committee Review.

**On or near March 10:**

***For Mid- Tenure Review****-*starting at time TBD and typically prior to spring break

College Mid-Tenure Review Committee Deliberation Day (100% attendance required for quorum).

**By March 23:**

***For Mid- Tenure Review****-*The College Tenure and Promotion Committee will have completed the mid-tenure review process and the Committee Chair will have submitted the narrative and docusigned through the Archivum T&P process and the document will be advanced to the applicant and then to the Dean for review.

**By April 13:**

***For Mid- Tenure Review*** *-*The Dean will have completed the Mid-Tenure review process and have submitted and docusigned the narrative through the Archivum T&P process.

**April 15 – April 29**

***For Mid- Tenure Review****-* A review session will be scheduled with each mid-tenure applicant to meet with the Director, Dean, and Associate Dean.