2017-18 Promotion and Tenure Deadlines

**September 8:** Faculty candidates applying for promotion and/or tenure inform their Department Chair. Department Chair/Director holds the first organizational meeting of the Department Promotion and Tenure Review Committee (D-PTRC), at which time the Committee selects a Committee Chair and establishes the process for reviewing candidates.

**September 15:** College Deans provide the Faculty Senate President with the names of faculty elected to the college promotion and tenure review committees. Then, College Deans hold the first organizational meeting of the College Promotion and Tenure Review Committee (C-PTRC), at which time Committee select a Committee Chair and establishes the process for reviewing candidates.

**September 25:** Faculty candidates submit their completed files to their department. Files must include the Outline of Faculty Data (OFD), workload forms for prior two semesters, and all additional documentation to support excellence in teaching, research, and service.

**October 20:** Department Chair/Director and the D-PTRC review candidate files and write a separate, independent letter for each candidate. If the letters provide different recommendations, the Department Chair/Director and the D-PTRC will meet to discuss their reviews, per University policy, in an attempt to reach consensus. They will adjust their letters, if they wish, and send their final letters to the appropriate Dean and College Promotion and Tenure Review Committee (C-PTRC). Both the Chair/Director and Department Committee will inform candidates of their independent decisions by October 20.

**November 27:** The Dean and the C-PTRC review candidate files and write a separate, independent letter for each candidate. If the letters provide different recommendations, the Dean and the C-PTRC will meet to discuss their reviews, per University policy, in an attempt to reach consensus. They will adjust their letters, if they wish, and send their final letters, along with those of the Department Chair/Director and D-PTRC, to the Office of the University Provost. Both the Dean and the C-PTRCs will inform candidates of their independent decisions by November 27.

**January 19:** Having reviewed the candidate files and the letters by the Department Chair/Director, the D-PTRC, the Dean, and the C-PTRC, the University Provost submits to the University President his or her independent recommendation regarding promotion and/or tenure for each candidate and informs the candidate.

**Before the June meeting of the MTSU Board of Trustees:** The University President receives and reviews the recommendations of the University Provost and presents his or her independent recommendation to the MTSU Board of Trustees for confirmation.

**Appeals:** See Policy 206 Tenure and Promotion Appeal Process and Policy 60 Appeal and Appearances before the Board.