2018-19 Pre-tenure, Promotion, and Tenure Review Deadlines

**Before May 30:** Faculty applying for pre-tenure review or promotion and/or tenure in 2018-19 send an email to inform their Department Chair, copying their Dean, with the specific request, i.e., pre-tenure review, promotion and/or tenure, in the subject line.

**Summer 2018:** Faculty create single file for pre-tenure or promotion and/or tenure review. Files must include the Outline of Faculty Data (OFD), including the list of supporting materials; pre-tenure review letters, if candidate is applying for tenure; and all additional documentation to support excellence in teaching, research/creative activity, and service per University Policies 204 IV.B. [http://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/204.php](http://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/204.php). (N.B.: Faculty must include the 1-page SET results with ratings by question for each course taught during the probationary period or since the last promotion to support excellence in teaching. Workload forms are no longer required.)

**September 7:** Faculty submit their completed files to their department. Department Chair/Director holds the first organizational meeting of the Department P&T Review Committee (D-PTRC), at which time the Committee selects a Committee Chair and establishes the process for reviewing candidates.

**September 14:** College Deans provide the Faculty Senate President with the names of faculty elected to the College Promotion and Tenure Review Committee (C-PTRC). College Deans hold the first organizational meeting of the C-PTRC. Committee selects a Committee Chair and establishes the process for reviewing candidates.

**October 19:** 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 meet to discuss their reviews, per University policy, in an attempt to reach consensus. They adjust their letters, if they wish, and send the final letters, copying the candidate, to the C-PTRC and the Dean by October 19.

**November 30:** The C-PTRC and the Dean review candidate files and write a separate, independent letter for each candidate. If the letters provide different recommendations, the C-PTRC and the Dean will meet to discuss their reviews, per University policy, in an attempt to reach consensus. They adjust their letters, if they wish. For pre-tenure review, the Dean notifies the candidate. For promotion and/or tenure review, the C-PTRC and the Dean send the final letters, copying the candidate, to the Office of the University Provost by November 30.

**January 11:** Having reviewed the candidate files and the letters by the D-PTRC, the Department Chair/Director, the C-PTRC, and the Dean, the University Provost makes recommendations to the University President, copying the candidate. Candidates who have been denied promotion
and/or tenure may appeal according to University Policy 206 Tenure and Promotion Appeal Process and Policy 60 Appeal and Appearances before the Board.

**April 30:** Pre-tenure review files due in the Office of the Provost

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

8/13/18