

**SUPPLEMENT TO APPENDIX M 2008-2009
FOR
CANDIDATES APPLYING FOR BOTH PROMOTION AND TENURE**

All actions must be taken no later than the dates indicated, except that if a deadline falls on a Saturday, Sunday or holiday, the action is due on the next business day.

- The tenure-promotion portfolio is to be maintained in the Office of Academic Affairs.
- Promotion evaluations and responses are to be transmitted separately from tenure evaluations and responses.
- Footnotes 2 – 7 of Appendix M-I apply.

ACTION REQUIRED

Candidate submits materials for promotion and tenure	9/15
Chair evaluation for tenure (transmit to candidate who has 10 calendar days from receipt to respond and/or request PEC)	10/3
Chair transmits tenure evaluation and response to next step	10/16
Classroom visits by PEC (regarding promotion)	10/24
Promotion evaluation by PEC (transmit to candidate who has 10 calendar days from receipt to respond and/or request PEC)	10/31
Tenure evaluation by PEC (if requested; transmit to candidate who has 7 calendar days from receipt to respond and/or request PEC)	11/7
PEC transmits promotion evaluation to Chair	11/13
PEC transmits tenure evaluation to Committee on Tenure through Vice President	11/16
Promotion evaluation by Chair (transmit to candidate who has 10 calendar days from receipt to respond)	11/28
Chair transmits promotion evaluation to COP through Vice President	12/10
Evaluation by Committee on Tenure (transmit to candidate who has 7 calendar days from receipt to respond)	1/30
Committee on Promotion transmits promotion evaluation to Vice President	2/6
Committee on Tenure transmits tenure evaluation to Vice President	2/9
Tenure evaluation and promotion evaluation by Vice President (transmit to candidate who has 7 calendar days from receipt to respond)	2/20
Vice President transmits tenure evaluation and promotion evaluation to President	3/2
President recommends to Trustees	3/16

165924