

**SUPPLEMENT TO APPENDIX M-I (AY 2011-2012)  
CANDIDATES APPLYING FOR BOTH PROMOTION AND TENURE**

**All actions must be taken no later than the dates indicated.  
Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day.**

- **Given the complicated calendar below, the promotion-tenure portfolio is to be maintained in the Office of Academic Affairs as of October 1, 2011.**
- **Promotion evaluations and responses are transmitted separately from tenure evaluations and responses.**

**Action Required**<sup>3,5</sup>

Candidate submits materials for promotion and tenure (including Appendix A-1 or A-2)	9/15
Candidate selects third member of Peer Evaluation Committee <sup>2</sup> (for promotion)	9/30
Classroom observations by Chair <sup>3</sup>	(See Notes 3 & 5)
Chair/Library Director/LPAC evaluation for tenure (Transmit to candidate who has 10 calendar days from receipt to respond and/or request PEC; if candidate requests a Peer Evaluation Committee for tenure, candidate selects third member.)	10/3
Chair transmits tenure evaluation and response to next step	10/14
Classroom observations by Peer Evaluation Committee <sup>2</sup> (regarding promotion)	10/21
Promotion evaluation by Peer Evaluation Committee (Transmit to candidate who has 10 calendar days from receipt to respond.)	10/28
Tenure evaluation by Peer Evaluation Committee (Only if requested <sup>7</sup> ; if requested, candidate selects third member. Committee transmits to candidate who has 7 calendar days from receipt to respond.)	11/4
Peer Evaluation Committee transmits promotion evaluation to Chair/Library Director/LPAC	11/10
PEC transmits tenure evaluation to Committee on Tenure via Vice President	11/15
Promotion evaluation by Chair/Library Director/LPAC (Transmit to candidate who has 10 calendar days from receipt to respond.)	11/28
Chair/Library Director/LPAC transmits promotion evaluation to Committee on Promotions <sup>6</sup> via Vice President	12/9
Evaluation by Committee on Tenure <sup>8</sup> (Transmit to candidate who has 7 calendar days from receipt to respond.)	1/27
Committee on Promotions transmits to Vice President (initial)	2/3
Committee on Tenure transmits to Vice President	2/8
Committee on Promotions transmits to Vice President, copy to candidate (final)	2/10
Tenure evaluation and promotion evaluation by Vice President (Transmit to candidate who has 7 calendar days from receipt to respond.)	2/24
Vice President transmits to President (promotion and tenure)	3/7
President recommends to Trustees	3/21

Revised April 15, 2011


