
Memorandum

Vice President

Office of Academic Affairs

TO: Faculty

FROM: Dr. Barbara Johnson
Vice President for Academic Affairs

RE.: Promotion and Tenure Applications – Fall 2020

DATE: August 17, 2020

Please see the following timeline for submission of documentation for promotion and/or tenure applications. Please note all recommendations are forwarded with the portfolio as the application proceeds through the process until it reaches the President. Should a negative recommendation be received and the applicant wishes to withdraw his/her application, it is the responsibility of the applicant to request the portfolio be pulled from consideration. Otherwise, the portfolio will continue through the process.

Please note the deadlines outlined below are to ensure fairness in the promotion and tenure process for all applicants. The responsible party should also remember to forward to the applicant a copy of each recommendation as appropriate.

September 25, 2020	All promotion and/or tenure electronic portfolio applications due by NOON CDT (regardless of Faculty Handbook selection). No exceptions will be allowed. Department Head (or Dean if the applicant is a department head) uploads the electronic portfolios by 5:00 p.m. CDT to the I drive Promotion and Tenure repository.
October 9, 2020	Departmental Promotion and Tenure Committee (when appropriate) forwards recommendations to Department Head by NOON CDT. Department Head (or Dean if the applicant is a department head) uploads the DPTC recommendations to the appropriate applicants' application in the I drive Promotion and Tenure repository by 5:00 p.m. CDT.
October 23, 2020	Department Head uploads recommendations to Dean by 5:00 p.m. CDT in the I drive Promotion and Tenure repository.
November 6, 2020	Dean uploads recommendations to the University Promotion and Tenure Committee (UPTC) by 5:00 p.m. CST in the I drive Promotion and Tenure repository.
December 3, 2020	UPTC forwards recommendations to the Vice President for Academic Affairs by 5:00 p.m. CST.
December 4, 2020	Academic Affairs uploads UPTC recommendations by 5:00 p.m. CST in the I drive Promotion and Tenure repository.
January 15, 2021	Vice President/Academic Affairs uploads recommendations to the President by 5:00 p.m. CST to the I drive Promotion and Tenure repository.
February 18, 2021	President notifies candidates of recommendations by letter by 5:00 p.m. CST.

- February 19, 2021 Academic Affairs uploads President's recommendations by 5:00 p.m. CST to the I drive Promotion and Tenure repository.
- March 18, 2021* Board of Trustees' action on recommendations for promotion and tenure.
- March 19, 2021* Academic Affairs notifies applicants of Board actions by emailed letter and uploads Board actions by 5:00 p.m. CDT to the I drive Promotion and Tenure repository.

*If the Board of Trustees' March meeting date changes, the dates when board action is taken and applicants are informed may be delayed until the next scheduled meeting of the Board.

The following individuals have agreed to serve on the University Promotion and Tenure Committee for 2020-21:

- Dr. Carey Ellis Laffoon, Professor of Nursing
- Dr. Mohamed Ibrahim, Associate Professor of Curriculum and Instruction
- Dr. Peter Dykema, Professor of History
- Dr. Jeremy Schwehm, Associate Professor of Professional Studies
- Dr. Nina Goza, Associate Professor of Accounting
- Dr. Molly Brant, Associate Professor of Agriculture

If you have questions, please advise.

BJ:pc