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# Memorandum

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*Vice President*

*Office of Academic Affairs*

TO: Faculty

FROM: Dr. Phillip Bridgmon  
Interim Vice President for Academic Affairs

RE.: Promotion and Tenure Applications – Fall 2018

DATE: August 22, 2018

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 their application, it is the responsibility of the applicant to request their portfolio be pulled from consideration. Otherwise, the portfolio will continue through the process.

September 28, 2018	Promotion and/or tenure portfolios available to the Departmental Promotion and Tenure Committee (DPTC) (assumes applicant is following the 2018 Faculty Handbook update)
October 12, 2018	DPTC forwards recommendations to Department Heads
October 26, 2018	Department Heads forward recommendations to Deans
November 9, 2018	Deans forward recommendations to University Promotion and Tenure Committee (UPTC)
December 7, 2018	UPTC forwards recommendations to the Vice President for Academic Affairs
January 18, 2019	Vice President for Academic Affairs forwards recommendations to the President
February 15, 2019	President notifies candidates of recommendations
March 21, 2019	Board of Trustees' action on recommendations

The following individuals have agreed to serve on the University Promotion and Tenure Committee for 2018-19:

Dr. V. Carole Smith, Professor of Curriculum and Instruction  
Dr. Mostafa Hemmati, Professor of Physics  
Dr. James Walton, Professor of Marketing  
Dr. Emily Hoffman, Associate Professor of English  
Dr. Glen Bishop, Associate Professor of Recreation and Park Administration  
Dr. Peter Dykema, Professor of History  
Dr. Jeremy Schwehm, Associate Professor of Professional Studies (transition to eTech representative)

If you have questions, please advise.  
PB:pc