
Memorandum

Vice President

Office of Academic Affairs

TO: Faculty

FROM: Dr. Barbara Johnson
Vice President for Academic Affairs

RE.: Promotion and Tenure Applications – Fall 2019

DATE: August 21, 2019

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 27, 2019	Promotion and/or tenure portfolios available to the Departmental Promotion and Tenure Committee (DPTC) (assumes applicant is following the <u>2018 Faculty Handbook</u> update) Promotion and/or tenure portfolios available to the Department Heads (assumes applicant is following the <u>2017 Faculty Handbook</u> update)
October 11, 2019	DPTC forwards recommendations to Department Heads
October 25, 2019	Department Heads forward recommendations to Deans
November 8, 2019	Deans forward recommendations to University Promotion and Tenure Committee (UPTC)
December 6, 2019	UPTC forwards recommendations to the Vice President for Academic Affairs
January 17, 2020	Vice President for Academic Affairs forwards recommendations to the President
February 21, 2020	President notifies candidates of recommendations
March 19, 2020	Board of Trustees' action on recommendations

The following individuals have agreed to serve on the University Promotion and Tenure Committee for 2019-20:

Dr. V. Carole Smith, Professor of Curriculum and Instruction
Dr. Glen Bishop, Associate Professor of Recreation and Park Administration
Dr. Peter Dykema, Professor of History
Dr. Jeremy Schwehm, Associate Professor of Professional Studies
Dr. Nina Goza, Associate Professor of Accounting
Dr. Jennifer Helms, Professor of Nursing

If you have questions, please advise.

BJ:pc