

---

---

# Memorandum

---

*Vice President*

*Office of Academic Affairs*

TO: Faculty

FROM: Dr. Julie Furst-Bowe  
Interim Vice President for Academic Affairs

RE.: Promotion and Tenure Applications – Fall 2023

DATE: August 2, 2023

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 29, 2023	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 13, 2023	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 27, 2022	Department Head uploads recommendations to Dean by 5:00 p.m. CDT in the I drive Promotion and Tenure repository.
November 10, 2023	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.
November 30, 2023	UPTC forwards recommendations to the Vice President for Academic Affairs by 5:00 p.m. CST.
December 1, 2023	Academic Affairs uploads UPTC recommendations by 5:00 p.m. CST in the I drive Promotion and Tenure repository.

January 12, 2024	Vice President/Academic Affairs uploads recommendations to the President by 5:00 p.m. CST to the I drive Promotion and Tenure repository.
February 8, 2024	President notifies candidates of recommendations by letter by 5:00 p.m. CST.
February 9, 2024	Academic Affairs uploads President's recommendations by 5:00 p.m. CST to the I drive Promotion and Tenure repository.
March 14, 2024*	Board of Trustees' action on recommendations for promotion and tenure.
March 15, 2024*	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.

University Promotion and Tenure Committee 2023-2024 members will be denoted on the Standing Committee list found on the Academic Affairs website.

If you have questions, please advise.

JFB:ae