

Deadlines for 2019/2020 Mandatory Tenure and Promotion Process

Please note: the dates listed here are only guidelines for planning purposes and may vary slightly on a case by case basis.

Resources:

[UW Tacoma Faculty Handbook, Appendix A: Promotion and Tenure](#)

[UW Tacoma AHR Promotion and Tenure TP forms](#)

[UW Tacoma Promotion Review Process](#)

<u>Date</u>	<u>To be completed</u>
May 3	Faculty scheduled for a mandatory tenure and promotion review request a review committee. Use the guidelines indicated in the UW Tacoma Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.
May 17	Director/Dean submits names of candidates to be reviewed and membership of review committees for the academic year to Academic HR [Forms TP-1 and TP-2]. The Director/Dean will work with the candidate and the review committee to identify external reviewers. See "External Review" in the UW Tacoma Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.
May 24	Candidate submits CV, narrative, and other selected materials to Director/Dean and review committee for inclusion in package sent to external reviewers.
June 3	External reviewers selected and contacted by the Director/Dean.
June 14	Director/Dean sends review material to external reviewers.
September 13	Candidate's file submitted to Director/Dean's Office. External reviews added to candidate's file and file is checked for completeness with Academic HR.
October 4	Review Committee recommendation submitted to Director/Dean and to voting faculty of the program [Form TP-3].
October 11	Director/Dean provides candidate with summary of Review Committee recommendation.
October 18	Candidate submits response to Review Committee recommendation (to Director/Dean) within 7 days of receiving summary. If candidate chooses not to respond, he or she must provide a statement that acknowledges the summary was received.
October 25	Voting faculty meets and discusses candidate's application for tenure and/or promotion by or before this date.
November 1	Director/Dean provides a written summary of the voting faculty's discussion and recommendation (favorable or not favorable) to candidate and inserts same in candidate's file [Form TP-4]. OPTIONAL: The written summary is shared with the voting faculty members.

- November 8 Candidate submits response to the voting faculty's recommendation to Director/Dean (within 7 days of receiving summary). If candidate chooses not to respond, he or she must provide a statement that acknowledges the summary was received.
- November 15 Director/Dean's recommendation completed and inserted in candidate's file [Form TP-5]. Candidate's file submitted to AHR. **Firm deadline.**
- November 25 Deadline for submission of APT Committee's recommendation to EVCAA [TP-6].
[If the EVCAA's initial recommendation is not favorable, he/she discusses the recommendation with the candidate and the candidate may then respond in writing to the EVCAA within seven calendar days of the discussion.]
- December 12 EVCAA/Chancellor's recommendation and file forwarded to the Provost.