

## Deadlines for 2019/2020 NON-Mandatory Tenure and Promotion Process

*Please note: the dates listed here are only guidelines 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](#)

<b>Date</b>	<b>To be completed</b>
May 17	Deadline for faculty to notify Director/Dean of desire to be reviewed during the 2018-19 year. Per Section 24-54 of the <i>Faculty Code</i> , all eligible faculty shall be informed annually of the opportunity to be considered for promotion by their Director/Dean. See “Requesting a Review Committee” in the UWT Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.
June 7	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 UWT Faculty Handbook, Appendix A: Promotion and Tenure for details on the process.
June 14	Candidate submits CV, narrative, and other selected materials to Director/Dean and review committee for inclusion in package sent to external reviewers.
June 21	External reviewers selected and contacted by Director/Dean.
July 5	Director/Dean sends review material to external reviewers.
October 4	Candidate’s file submitted to Director/Dean’s Office. External reviews added to candidate’s file. File is checked for completeness with Academic HR.
October 18	Review Committee recommendation submitted to Director/Dean for candidate’s file [Form TP-3].
October 25	Director/Dean provides candidate with summary of Review Committee recommendation.
November 1	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.
November 8	Voting faculty meets and discusses candidate's application for tenure and promotion by or before this date.
November 14	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 20 Candidate submits response to 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.
- December 6 Director/Dean's recommendation completed and inserted in candidate's file [Form TP-5]. Candidate's file submitted to AHR. **Firm deadline.**
- January 10 Deadline for submission of APT Committee's recommendation to EVCAA [TP-6]. [If the EVCAA's initial recommendation is not favorable, the EVCAA discusses the recommendation with the candidate and the candidate may then respond in writing to the EVCAA within seven calendar days of the discussion.]
- January 30 EVCAA and Chancellor's recommendation and file forwarded to the Provost. [If the decision is not favorable and not mandatory, and the candidate has written a response to the EVCAA, the decision and the candidate's response will be sent to the Provost for information purposes.]