

**Georgia State University
College of Arts and Sciences**

2018-19 Promotion & Tenure Calendar

- March 1** Deadline for chairs to notify, their tenure-track faculty that they are eligible for a promotion and/or tenure review this coming cycle. This written notification should also alert faculty member(s) that they must confirm their intentions to them by **March 15**.
- March 15** Deadline for "eligible" faculty to notify their chairs. By this date, candidates will also provide to their chair:
- Completed external reviewers' forms for a minimum of (8) potential external reviewers. Report template to be provided by Office of the Dean.
 - Current curriculum vitae (see College P&T manual, Appendix III for formatting.)
- All candidates with probationary credit must notify their department chairs if they will keep or relinquish some or all of their awarded credit.
- A candidate, whose primary field of expertise lies outside of their department's area, may submit a written request to their chair and to the dean to be reviewed for promotion and/or tenure by an area committee other than the one representing their department.
- March 22** The chair, in consultation with senior faculty in the department, completes the external reviewers' forms for a minimum of (8) potential external reviewers. Report template to be provided by Office of the Dean.
- In addition, the chair screens the candidate's list and their set of potential reviewers to assure no duplication in reviewer's names.
- The candidate's and chair's lists, plus, the candidate's CV must be submitted in MS Word format and posted by the chair to the Office of the Dean's SharePoint site.
- June 11** Candidates submit their external review digital dossier to their chair by this date. Hardcopies of books may be submitted if the candidate is unable to secure an electronic version from their publisher.
- The chair reviews the external review digital dossier for conformity with the P&T manual.
- June 14** The chair posts the external review dossier to the Office of the Dean's SharePoint site.
- August 15** External reviewers' letters are due to the Office of the Dean by this date. These letters will be shared with the chairs and the various review committees via the Office of the Dean's SharePoint or OneDrive sites. External reviewer letters must be treated confidentially at all levels of the promotion and tenure process.

September 10 The candidate's complete digital dossier is due to their chair by **close of business, TODAY**. After this date, no more materials may be added and the dossier is considered closed and the dossier may not be altered in any fashion by anyone.

The chair reviews the dossier for conformity with the P&T manual.

September 12 Deadline for the chair to post the dossier to the Dean's Office SharePoint site.

The departmental committee's access to the candidate's materials **begins today**.

October 1 Departmental committees present their letters of assessment and recommendation to the department chairs with copies posted in the Office of the Dean's OneDrive site.

The departmental committee's access to the candidate's materials **ends at midnight, today**.

October 2 Chair provides copies of the departmental committee's report, including any minority reports, to the candidate. Departmental committee members must not be identified to the candidate; signature pages must be removed before the chair provides a copy to the candidate.

The candidate has five working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.

October 8 Candidate's response, if any, to the departmental committee report is due to their chair by **close of business, October 8**.

Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform their chair and the Office of the Dean by this date.

October 10 Chair completes their evaluation and posts the following to the Office of Dean's SharePoint site.

- Their written assessment
- Department committee's report, including any minority reports
- Candidate's response to departmental committee's letter of assessment, if any

Chair provides their report to the candidate.

The candidate has five working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.

October 17 Candidate's response, if any, to the chair's report is due to the Office of the Dean by **close of business, October 17**.

Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.

- November 19** Each college promotion and tenure area committee presents its report to the Office of the Dean.
- November 20** The Office of the Dean provides copies of the area committee's report, including any minority reports, to the candidate. The area committee members must not be identified to the candidate; therefore, signature pages will be removed before the Office of the Dean provides the assessment to the candidate.
- The candidate has five working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.
- November 29** Candidate's response, if any, to the area committee report is due to the Office of the Dean by **close of business, November 29**.
- Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.
- December 7** The Office of the Dean provides the dean's written assessment and recommendation to the candidate by this date.
- The candidate has ten working days to appeal a negative recommendation from the dean to the provost.
- For each candidate recommended by the dean, the Office of the Dean forwards the review dossier to the Office of the Provost by this date.
- December 14** Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.
- March, 2019**
Date subject to the Provost's calendar. The provost notifies the dean and president of her/his promotion and tenure recommendations. The Office of the Dean shares the provost's recommendations with candidates by this date.
- The candidate has ten working days to appeal the provost's recommendation to the president.
- April, 2019**
Date subject to the President's calendar. The president notifies the dean and candidate of her/his promotion and tenure decisions by this date.