



## **College of Education and Human Services**

### **Pre-Tenure, Tenure, Promotion and Post-Tenure**

### **Submission Timeline/Protocol 2014-15**

*All proposed dates in the Tenure and Promotion timeline are subject to change contingent upon any revisions to the official University and COEHS schedule.*

#### **By September 22, 2014**

By the fourth Monday in September, the Faculty member submits Tenure and Promotion dossier, including the personnel action cover sheet<sup>1</sup>, to Department Head who will deliver it to the Chair of the Departmental T & P Committee. ***Application materials will not be accepted after this date.***

#### **By October 6, 2014**

By the first Monday in October, the Faculty member submits pre-tenure dossier or post-tenure application materials, including the personnel action cover sheet, to Department Head who will deliver it to the Chair of the Departmental T & P Committee. ***Application materials will not be accepted after this date.*** The department will set the internal deadline for the Departmental T & P Committee to forward pre-tenure and post-tenure recommendations to the Department Head.

#### **By October 13, 2014**

By the second Monday in October, the Chair of Departmental T & P Committee forwards Tenure and Promotion documents to the Department Head. An individual letter/memorandum summarizing the committee's recommendations should accompany each T & P dossier. The personnel action cover sheet<sup>1</sup> is completed with committee recommendation for approval or disapproval of action.

#### **By October 20, 2014**

By the third Monday in October, the Department Head will meet with any faculty who will not receive departmental approval for the personnel action under consideration. The faculty member may withdraw the application for tenure/promotion or ask that it be sent forward to the Dean's office for review by the COEHST & P Committee.

#### **By October 27, 2014**

By the fourth Monday in October, the Department Head forwards all Tenure and Promotion documents to the COEHS T & P Committee. An individual letter/memorandum summarizing the Department Head recommendations should accompany each T & P dossier. The personnel action cover sheet<sup>1</sup> is completed with recommendation for approval or disapproval of action. An individual memorandum summarizing the committee action should accompany dossier.

#### **By November 12, 2014**

By the second Wednesday in November, the Department Head forwards all pre-tenure dossier or post-tenure application materials to the Dean. An individual letter/memorandum summarizing the Department Head recommendations should accompany each application. The personnel action cover sheet is completed. An individual memorandum summarizing the committee action should accompany materials.

#### **By November 12, 2014**

By the second Wednesday in November, the Chair of the COEHST & P Committee forwards all documents to the Dean. The personnel action cover sheet<sup>1</sup> is completed with committee recommendation for approval or disapproval of action. An individual letter/memorandum summarizing the committee action should accompany dossier.

### **By November 17, 2014**

By the third Monday in November, the Dean of the COEHS will meet with any faculty who will not receive COEHS approval for the personnel action under consideration. The faculty member may withdraw the application for tenure/promotion or ask that it be sent forward to the Provost's office for review by the University T & P Committee.

### **By December 1, 2014**

By the first Monday in December, the Dean of the COEHS forwards all documents to the Provost's office for review by the University T & P Committee. An individual letter/memorandum summarizing the Dean's recommendations should accompany each T & P dossier. The personnel action cover sheet <sup>1</sup> is completed with recommendation for approval or disapproval of action.

<sup>1</sup> When Tenure and Promotion are applied for simultaneously, two personnel action cover sheets must be prepared, one for the applied Tenure action and one for the applied Promotion action.

SEE - Valdosta State University Tenure and Promotion Policies and Procedures - Appendix C: Flowchart for VSU Tenure and Promotion Review Process on p.13-14.