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**College of the Arts — Policies and Procedures for Tenure, Promotion and Evaluation of Faculty  
2022 – 2023: Tenure and Promotion Timeline / Protocol**

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

The COA Administrative Committee sets and confirms a calendar of verified dates for the COA T&P Timeline. Each year, timeline dates are set and posted on the COA resources webpage in the spring semester on or before the last class day.

**Submission Timeline:**

**On or before the fourth Monday in August (8/22/22)**, by the close of business day, the candidate shall submit all materials digitally to the designated Microsoft OneDrive folder pertaining to the personnel action.

**> Application materials will not be accepted after this date.**

**Personnel Action Timeline:**

**By the third Monday in September (9/19/22)**, the **departmental Personnel Committee** is to submit a report/recommendation (hereafter referred to as “report”) to the Department Head, outlining the candidate’s strengths and weaknesses, giving the evaluation totals, and making a recommendation regarding the Personnel Action<sup>\*1</sup>. Two signed copies of the departmental committee report will be furnished to the Department Head at this time. The Department Head will deliver one copy of the departmental committee report to the candidate along with the Department Head’s report by the first Monday in October; copies of the departmental committee report and Department Head’s report will be included in the applicant’s designated OneDrive folder (“Review Letters”).

**By the first Monday in October (10/3/22)**, the **Department Head** is to prepare a report, outlining the candidate’s strengths and weaknesses, giving the evaluation totals, and making a recommendation regarding the Personnel Action<sup>\*1</sup>. A signed copy of the Department Head’s report will be furnished to the candidate at this time and is to be included in the applicant’s designated OneDrive folder (“Review Letters”). If the Department Head makes a negative recommendation, see procedures on p 15. Candidate materials/applications will move forward at this time, for review by the COA Personnel Committee.<sup>\*2</sup>

**By the first Monday in November (11/7/22)**, the **COA Personnel Committee** is to prepare a report, outlining the candidate’s strengths and weaknesses, giving the evaluation totals, and making a recommendation regarding the Personnel Action<sup>\*1</sup>. A signed copy of the COA Personnel Committee’s report will be furnished to the candidate at this time and is to be included in the applicant’s designated OneDrive folder (“Review Letters”). Candidate materials/applications will move forward at this time, for review by the COA Dean.

**By the fourth Monday in November (11/28/22)**, The **COA Dean** will review all candidate materials and submit a signed written report regarding the Personnel Action<sup>\*1</sup>, to be included in the applicant’s designated OneDrive folder (“Review Letters”). The COA Dean will furnish a copy of the report to the candidate at this time. If the COA Dean makes a negative recommendation, see procedures on p15. Candidate materials/applications will move forward for review by the University Tenure and Promotion Committee (UTPC), the Provost and President.<sup>\*2</sup>

*\*1 If Tenure and Promotion are applied for simultaneously, two report/recommendation letters must be prepared, one report/recommendation for the applied Tenure action and one for the applied Promotion action.*

*\*2 If the Department Head or Dean makes a negative recommendation, see procedures on p.15.*

**SEE - Valdosta State University Tenure and Promotion Policies and Procedures - Appendix C:  
Flowchart for VSU Tenure and Promotion Review Process.**