

## ***College of the Arts —***

### ***Policies and Procedures for Tenure, Promotion and Evaluation of Faculty***

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#### ***2019 – 2020: Tenure and Promotion Timeline / Protocol***

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

#### ***Submission Timeline***

**On or before the fourth Monday in August (8/26/19)**, by the close of business day, the candidate shall submit all materials pertaining to Tenure and/or Promotion, including the personnel action cover sheet(s), to the appropriate department head, departmental tenure and promotion advisory committee, or designee.

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

#### ***Tenure and/or Promotion Timeline***

**By the third Monday in September (9/16/19)**, the departmental Tenure and Promotion Personnel/Advisory 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 about Tenure and/or Promotion<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 Primary File.

**By the first Monday in October (10/7/19)**, the Department Head is to prepare a report, outlining the candidate’s strengths and weaknesses, giving the evaluation totals, and making a recommendation about Tenure and/or Promotion<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 Primary File. *If the Department Head makes a negative recommendation, see procedures on p 15.* The Department Head will forward all candidate materials/applications to the Dean’s office at this time, for review by the COA Personnel Committee.<sup>\*2</sup>

**By the first Monday in November (11/4/19)**, the COA Personnel Committee is to prepare a report, outlining the candidate’s strengths and weaknesses, giving the evaluation totals, and making a recommendation about Tenure and/or Promotion.<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 Primary File. The COA Personnel Committee will forward all candidate materials/applications to the Dean’s office at this time, for review by the COA Dean.

**By the fourth Monday in November (11/25/19)**, The COA Dean will review all candidate materials and submit a signed written report regarding Tenure and/or Promotion<sup>\*1</sup>, to be included in the applicant’s Primary File. 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 p 15.* The COA Dean will forward all candidate applications to the Provost’s office for review by the University Tenure and Promotion Committee (UTPC).<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.**