



College of Education and Human Services

Pre-Tenure, Tenure, Promotion and Post-Tenure

Submission Timeline/Protocol 2015-16

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 16, 2015

By the third Wednesday in September, the Faculty member submits pre-tenure, tenure, promotion, and/or post-tenure dossier, including the personnel action cover sheet¹, 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 7, 2015

By the first Wednesday in October, the Chair of Department T & P Committee forwards tenure and promotion documents to the Department Head. An individual letter/memorandum summarizing the committee's recommendations should be provided to the candidate and accompany the T & P dossier. The personnel action cover sheet¹ is completed with committee recommendation for approval or disapproval of action.

By October 14, 2015

By the second Wednesday 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 COEHS T & P Committee.

By October 21, 2015

By the third Wednesday 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 be provided to the candidate and accompany the T & P dossier. The personnel action cover sheet¹ is completed with recommendation for approval or disapproval of action.

By November 12, 2015

By the second Thursday in November, the Department Head forwards all pre-tenure dossiers or post-tenure application materials to the Dean. An individual letter/memorandum summarizing the Department Head recommendations should be provided to the candidate and accompany each application. The personnel action cover sheet is completed with appropriate recommendations.

By November 12, 2015

By the second Thursday in November, the Chair of the COEHS T & P Committee forwards all documents to the Dean. The personnel action cover sheet¹ is completed with committee recommendation for approval or disapproval of action. An individual letter/memorandum summarizing the committee's recommendations should be provided to the candidate and accompany the T&P dossier.

By November 18, 2015

By the third Wednesday in November, the Dean 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 November 30, 2015

By the last Monday in November, the Dean 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 be provided to the candidate and accompany the T & P dossier. The personnel action cover sheet ¹ is completed with recommendation for approval or disapproval of action.

By November 30, 2015

By the last Monday in November, an individual letter/memorandum summarizing the COEHS Dean's recommendation should be provided to the pre/post tenure candidate and the Provost. The personnel action cover sheet is completed.

¹When 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.