

SCHOOL OF MEDICINE/DENTISTRY
2016 CALENDAR FOR SUBMISSION OF PROMOTION AND TENURE AWARD PROPOSALS

September

Written notification from the Dean is distributed to department chairs/administrators, and Faculty Council regarding the upcoming promotion/tenure award cycle including projected calendar.

Department administrators submit ACT documents for each faculty member reflecting the appropriate change in rank as approved and any associated salary increase in the prior promotion/tenure award cycle.

December, January, and February

Departments/divisions prepare promotion and/or tenure award proposals as outlined in the School of Medicine instructions. These proposals require review and approval or denial by the Department Appointment, Promotion and Tenure committee prior to submission for review and consideration by the Faculty Council. Deadlines for review by departmental committees are set by each department.

March 7, 2016 (SOM Deadline for submitting promotion/tenure award proposals, departmental deadlines will be earlier)

Departments submit all faculty promotion and/or tenure award proposals to Anne Graham, Sr. VP and Dean's Office, 12th Floor on or before the established deadline. All promotion/tenure award proposals submitted for review must include an original plus one copy. Note, the accompanying copy should be an exact duplicate of the original proposal and should reflect the appropriate approval signatures and include copies of any and all reprints submitted as part of the original proposal for promotion and/or award of tenure. Departments should have all proposals uploaded into the SOM Faculty Promotion and Tenure Management website by March 31st.

April (Full month)

The SOM Faculty Council reviews the promotion and tenure packets during the month of April that have been uploaded into the SOM Faculty Promotion and Tenure Management website.

May May 2nd & 3rd

Faculty Council will meet Monday and Tuesday, to review the promotion and tenure award proposals as submitted by the departments.

May (Second week)

Letters will be sent to department chairs with recommendations for approval/denial of promotion and/or tenure award.

May (Third week)

Requests for appeals for denied promotion and/or awards of tenure are due to the SOM Dean's Office.

June June 13th & 14th

Meeting(s) of the Faculty Council to hear appeals for denied promotion and/or awards of tenure, if necessary.

June (Third week)

Faculty Council will make recommendations to the Dean for approval/denial of promotion and/or awards of tenure.

July (First week)

Dean submits recommendations for approval of promotions and/or awards of tenure to the Provost

July The Provost submits recommendations for approval/denial of Schools of Medicine/Dentistry faculty promotion and/or tenure award proposals to the President.

August

The Provost and/or President's Office provides notification to the Dean(s) regarding approval of Schools of Medicine/Dentistry faculty promotion and/or tenure award proposals. Approved proposals are then forwarded to Personnel Records. Proposals denied at this level are returned to the School of Medicine Dean's Office for appropriate action and/or follow-up as necessary.

President/Provost and/or Dean(s) will notify department chairs and faculty regarding approval of promotion and/or tenure award proposals.

Department chairs confirm with the faculty member approval of promotion and/or tenure award or inform the faculty member of promotion and/or tenure award denial