

College of Arts and Sciences
Promotion and Tenure Procedures

Candidates for promotion or tenure will be judged on their accomplishments in teaching, scholarly and creative activity, and service according to University, College and department criteria, as well as potential for continuing contributions to the unit, College and University. Levels of performance for judgment are Excellent, Meritorious, Satisfactory, and Unsatisfactory. The procedure is as follows:

September 1--Faculty member's dossier to department. Dossier follows format in *CAS Guidelines for Promotion and Tenure Dossiers*. Departmental review begins.

Third week in September--Suggested deadline for departmental review completion; forward to Department Chair.

October 1--Chair's and departmental written recommendation added to dossier and forwarded to Dean's office for review by the CAS Promotion and Tenure Subcommittee. Copy of recommendation to candidate.

November 1--Written recommendation by the CAS Promotion and Tenure Subcommittee added to dossier and forwarded to the Dean for review. Copy of recommendation to candidate and Department Chair.

December 1--Dean's written recommendation added to dossier and forwarded to the Provost. Copy of recommendation to candidate and Department Chair.