

August 20, 2009

To: Tenure & Tenure-Track Faculty

From: Ronald J. Ambrosetti
Provost and Dean of the College

Re: Promotion and Tenure Applications

This letter serves as formal notification to faculty for the preparation and submission of materials to the Rank and Tenure Committee. The relevant actions and deadlines are listed below (*Faculty Statutes*, 3.10.8):

<u>Required Action</u>	<u>Date</u>
Letter from Provost inviting applications	September 1
Candidate's preliminary meeting with Department Chair	October 1
Candidate's dossier to Department Chair	October 15
Candidate's dossier and department recommendation to School Dean	November 1
Candidate's dossier, department recommendation and School Dean's recommendation to Provost	November 15
All promotion materials forwarded to Rank and Tenure Committee	December 1
Committee on Rank and Tenure's recommendation to President	May 15
Final decision by the Board of Trustees June meeting. Candidate notified within one week of Board decision.	

Please do not hesitate to contact me if you have questions regarding these procedures.