

Memorandum

TO: Deans
 FROM: Douglas Wartzok, Vice President for Academic Affairs
 DATE: January 8, 2008
 SUBJECT: 2008-2009 Third Year Review and Tenure and Promotion Schedule

The schedule for the 2008-2009 third year review and tenure and promotion process is as follows:

- Notification to Dean's Office of faculty who are eligible for tenure in 2008-2009: Accompanies this memo
 - *Faculty third year review candidates:* Accompanies this memo
- Units mail out external review request letters: Monday, March 10, 2008
 - *Departments' third year review to Dean:* Monday, March 31, 2008
- Units mail out External Review Packages: Monday, April 14, 2008
 - *Dean's third year review to Provost:* **Monday, April 21, 2008***
- Units initiate voting process: (first date for department votes) **Monday, Sept. 8, 2008***
- Dean submits tenure and promotion recommendations to Provost: **Monday, December 15, 2008***
 - *Except for Arts and Sciences due on:* **Tuesday, January 20, 2009***
- Provost submits tenure recommendations to President: Monday, March 23, 2009
- Presidential tenure review completed: Monday, April 6, 2009
- Board of Trustees' review of President's tenure recommendations: **May or June 2009***
- Provost and Presidential reviews and recommendations for promotions to Full Professor: Monday, May 11, 2009

*Dates in **bold** are firm dates; other dates are recommended dates.

c: Modesto A. Maidique, President
 Ronald M. Berkman, Executive Vice President & Provost