

# MEMORANDUM

TO: Deans and Chairs

FROM: Douglas Wartzok, Vice President for Academic Affairs

DATE: February 2, 2009

SUBJECT: 2009-2010 Tenure, Promotion, and Third Year Review Schedule

The schedule for the 2009-2010 tenure, promotion, and third year review process is as follows:

Notification to Dean's Office of faculty who are eligible for tenure in 2009-2010 and who are scheduled for third year review in 2010:	Accompanies this memo
Units mail out External Review Request Letters:	Monday, 9 March 2009
Units mail out External Review Packages:	Monday, 13 April 2009
Earliest date for departmental votes:	<b>Tuesday, 8 September 2009</b>
Deans (except CA&S) submit tenure and Promotion recommendations to Provost:	<b>Monday, 14 December 2009</b>
College of Arts & Science submits tenure and Promotion recommendations to Provost:	<b>Monday, 25, January 2010</b>
Provost submits tenure and promotion recommendations to President:	Monday, 22 March 2010
<i>Departmental Third Year Review recommendations to Dean:</i>	<b><i>Monday, 29 March 2010</i></b>
Presidential review of tenure completed:	Monday, 5 April 2010
<i>Dean submits third year review to Provost:</i>	<b><i>Monday, 26 April 2010</i></b>
Presidential review of promotion completed:	Monday, 24 May 2010
Board of Trustees' review of President's Tenure recommendations:	June 2010

Note: Dates in bold are firm dates; other dates are expected dates.

cc: M. Maidique, R. Berkman, B. Rausch-Montoto, L. Heermance