

**PROMOTION AND TENURE TIMELINE\***  
**FOR FACULTY MEMBERS**  
**Office of Academic Affairs**  
**2009-10**

Updated: February 2, 2009

Candidates for promotion and/or tenure should consult Section 10 Policies and Procedures  
Governing Promotion and Tenure in the Faculty Handbook

---

---

March 1, 2009	Candidate notifies Dean of intent to stand for promotion and/or tenure in the next academic year, 2009-10.
Before May 14	Candidate, Chair, and Dean compose a list of twelve potential external evaluators of scholarship/creative work in summer 2009.
September 15	Chair assembles confidential supplemental file consisting of external evaluators review of scholarly/creative work, solicited letters from current and former students, and solicited letters from Emerson College faculty.  NOTE: Candidate does not have access to confidential supplemental file at anytime.  Candidate delivers his/her dossier to Chair; the Chair makes the dossier and confidential supplemental file available to the DPTC.
November 1	DPTC completes its review and DPTC Chair forwards copies of the report and the recommendation to the Dean, Faculty Status Committee (FSC) and the Candidate.
November 15	Chair completes review and forwards a copy to the Dean, the FSC, and the Candidate.  The Candidate checks the contents of the dossier in the presence of the Department Chair and delivers the dossier to the FSC Chair.  NOTE: Candidate does not have access to confidential supplemental file at anytime.  Within five business days of receipt of the Chair and DPTC reviews, the Candidate has the right to address a written response to the reviewers at the next level.
January 19, 2010	FSC completes its review and forwards a copy to the VPAA, Chair, DPTC Chair, and the Candidate.

The Candidate checks the contents of the dossier in the presence of the FSC Chair and delivers the dossier to the Dean.

NOTE: Candidate does not have access to confidential supplemental file at anytime.

Within five business days of receipt of the FSC review, the candidate has the right to address a written response to the reviewers at the next level.

March 1

Candidates notify Deans in writing to withdraw from promotion and/or tenure in the current academic year, 2009-10.

Other Candidates notify Deans of intent to stand for promotion and/or tenure in the next academic year, 2010-11.

March 15

Dean evaluates dossier and forwards copies of the evaluation and recommendation to the VPAA, Chair, DPTC Chair, and Candidate, with an informational copy to the Chair of the FSC.

FSC Chair forwards copies of all recommendations to the Dean for informational purposes.

Within five business days of receipt of the Dean's review, the Candidate has the right to address a written response to the reviewers at the next level.

April 15

VPAA delivers written recommendation to the President with copies to the Candidate, the Candidate's Dean, and the Chairs of the FSC and DPTC. The VPAA forwards the candidate's dossier to the President of the College.

Within five business days of receipt of the VPAA's review, the Candidate has the right to address a written response to the reviewers at the next level.

Candidate notifies Dean in writing to withdraw from promotion and/or tenure consideration in current year, 2009-10.\*\*

May 2010\*\*\*

The President of the College makes a recommendation to the Academic and Student Affairs Committee of the Board of Trustees. The VPAA presents all tenure and promotion cases to Academic and Student Affairs Committee of the Board of Trustees. The Academic and Student Affairs Committee of the Board votes and submits a recommendation to the Board of Trustees. The Board of Trustees votes on the motion of the Committee. Within five business days of the Trustees' decision the VPAA will notify the Candidate in writing by certified U.S. mail.

- \* If deadline dates fall on a weekend or holiday, the deadline will be the next business day.
- \*\* Changed from March 1 to April 15 by Board of Trustees on May 15, 2009
- \*\*\* Exact date of the May, 2010 Board of Trustees meeting to be determined