**TIME LINE**

**Late Spring**

March 24 – Tenure Only

*Senior Vice President and Provost* sends list to Deans of those who are to be considered for tenure in the upcoming academic year.

**Promotion**

*Chair/Director* identifies faculty to be considered for promotion by May 26.

**Tenure and Promotion**

*Chair/Director*

- Checks online system ([tps.ou.edu](http://tps.ou.edu)) to make sure the correct candidates and Criteria for Evaluating Faculty are posted.
- Assembles supporting material and uploads offer letter, evaluations, etc.
- Requests candidate to submit material.
- Advises candidate that a sample dossier is available at the Center for Teaching Excellence.
- Advises candidate to consult with the chair/director or with senior colleagues concerning materials to include and informs candidate that a departmental committee can be or is formed to oversee parts of the evaluation process.
- Makes clear that the primary responsibility for the contents of the dossier resides with the candidate.
- Initiates external letters of evaluation.
- Identifies names of faculty who are eligible to vote on tenure and/or promotion and submits list to Provost for security set-up.

**By August 11**

**Tenure**

*Chair/Director* notifies candidates of upcoming consideration at least five weeks before the candidates’ colleagues determine their recommendation.

**Summer**

**Tenure and Promotion**

*Dean* - If it is applicable College policy, Dean monitors unit regarding letters of evaluation.

**Tenure and Promotion**

*Candidate* (with help of Chair/Director as appropriate) assembles supporting material.

**By September 29**

**Tenure and Promotion**

*Chair/Director* ensures supporting materials, including letters of evaluation from external evaluators, are uploaded online and available to eligible voting faculty at least **TWO WEEKS** (14 DAYS) prior to their vote.
By October 13
Tenure and Promotion
Eligible voting faculty discuss candidate’s qualifications and vote.

Candidate should be available to enter the faculty meeting to answer questions or to clarify circumstances relevant to the qualifications, if invited to do so.

Chair/Director records the confidential ballot vote of eligible voting faculty. Note that how individual faculty voted must be kept confidential; the outcome of the faculty vote (positive, tie, or negative) should be communicated to the candidate by the chair/director. If the candidate requests to receive the exact numerical vote count of the faculty (in a written request to the chair/director), the chair/director will communicate that vote count to the candidate.

Beginning October 20
Tenure
Committee A prepares its independent recommendation (with reasons) separate from the faculty vote count.

Chair/Director prepares an independent recommendation (with reasons) separate from the recommendation of the Committee A and the faculty vote count.

Promotion
Each Committee A member and Chair/Director records an independent opinion, by name, without obligation to represent a majority departmental opinion. Committee A and Chair/Director prepare separate recommendations.

By Nov. 1
Tenure and Promotion
Chair/Director notifies candidates in writing within a few days of the vote of the faculty and the positive or negative recommendations of Committee A and the Chair/Director.

Chair/Director uploads the final recommendations of faculty, Committee A, and Chair/Director and notifies the Dean.

By Nov. 30
Tenure and Promotion
Dean all of the colleges (except Arts and Sciences) upload the recommendations and notifies the Provost. The Dean notifies (in writing) each candidate and each candidate’s Chair/Director of their positive or negative recommendation for candidates being simultaneously considered for Tenure and Promotion or for Tenure only.

By Jan. 16
Tenure and Promotion
College of Arts and Sciences deadline for materials (see above).
By Feb. 27

**Promotion**

*Deans of all colleges* upload recommendations on promotion and notifies the Provost they have finalized their process, and notifies (in writing) each candidate and each candidate’s Chair/Director of the Dean’s recommendation for candidates being considered *only* for promotion.

**Tenure**

*Campus Tenure Committee* forwards their recommendation in regards to process and substance to Provost and notifies (in writing) each candidate and candidate’s Dean and Chair/Director of Committee’s recommendation.

Beginning March 9

**Tenure**

*Senior Vice President and Provost* notifies Campus Tenure Committee of any cases for which the Provost plans to recommend to the President contrary to that of the Committee and discusses those cases with the Committee.

**Before May Regents Meeting**

**Tenure and Promotion**

*Senior Vice President and Provost* recommends to the President and notifies each candidate and candidate’s dean and Chair/Director of meeting date and Provost’s recommendation. (Chair/Director should initiate an ePAF with the title change and appropriate salary increase effective at start of next fiscal year.)

**May Regents Meeting**

**Tenure and Promotion**

*President* recommends to the OU Regents and notifies the Provost of President’s recommendation if a recommendation for tenure or promotion will not be made. Provost will upload final recommendations.

**Following May Regents Meeting**

**Tenure and Promotion**

*Senior Vice President and Provost* notifies each candidate and candidate’s Dean and Chair/Director of Regents’ action except when appeals make this impossible.