

TIME LINE
(Promotion only in Red)

Late Spring

March 22 – 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.

By May 19 – Promotion

Chair/Director identifies regular (Tenured and RRT) faculty to be considered for promotion.

By August 9

Tenure

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

Summer

Tenure and Promotion

Chair/Director

- Checks online system (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 Faculty 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.

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 1 Promotion

Chair/Director identifies unranked renewable term faculty to be considered for promotion.

By September 27

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 11

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 18

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. 29

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. 5

Tenure and Promotion

College of Arts and Sciences deadline for materials (see above).

By Feb. 1

Promotion

Deans of all colleges upload recommendations on promotion, notify the Provost they have finalized their process, and notify (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 regard to process and substance to Provost and notifies (in writing) each candidate and candidate's Dean and Chair/ Director of Committee's recommendation.

By February 15

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 March 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.)

March 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 March 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.