

## **Academic Year 2019-2020 Tenure, Promotion, Professor Incentive Review and Post-Tenure Review Calendar**

### **Sept. 2019**

- 13 Deadline for completion of basic documents and secondary dossiers.
- 13 Deadline for chair to notify eligible faculty tenure and/or promotion files are available for review.
- 27 Deadline for inclusion of letters from external reviewers.

### **Oct. 2019**

- 4 Deadline for departmental reviews and votes on tenure and/or promotion, and PIR.
- 11 Deadline for department to notify dean of recommendations and within three (3) working days after the department's notification, the dean will notify nominees of the department's recommendation, the chair's independent recommendation, and the candidate's right to appeal a negative decision.
- 18 Deadline for candidates to sign departmental cover sheet in dean's office indicating they have reviewed all documents being forwarded by the department.
- 25 Deadline for submission of appeals or rebuttals to department-level recommendations to the dean.

### **Nov. 2019**

- 15 Deadline for college/school/University Libraries committee to transmit recommendations to dean.

### **Dec. 2019**

- 6 Deadline for dean to notify candidates and department chairs of committee's and dean's independent recommendations and the candidate's right to appeal a negative decision or rebut an evaluation statement.
- 13 Deadline for candidates to sign college cover sheet in the dean's office indicating that they have reviewed all documents being forwarded by the college and within two (2) working days after the signing, the dean will transmit materials to the Provost.
- 19 Deadline for appeal of or rebuttal to college-level recommendations to the Provost.
- 20 Deadline for the Provost to transmit materials to the University Tenure and Promotion Committee
- 20 Deadline for adding materials to the secondary dossier.

### **Jan. 2020**

- 6-10 Regular meeting of the University Tenure and Promotion Committee.
- 24 Deadline for University Tenure and Promotion Committee to report recommendations to the Provost and to notify candidates and department chairs of the committee's recommendations and the candidate's right to rebut the committee's evaluation.

### **Feb. 2020**

- 7 Deadline for submission of rebuttal statements by candidates to the Provost of the University Committee's evaluation.
- 7 Deadline for department chair/academic supervisor to complete post-tenure review with faculty member.
- 14 Deadline for department chair/academic supervisor to communicate with the dean about any post-tenure review outcomes resulting with faculty member(s) not meeting expectations.
- 21 Deadline for notification of candidates of recommendations to be made by the Provost to the President.
- 28 Deadline for University Committee to identify problems in tenure policies and tenure and promotion guidelines for the Faculty Affairs Committee.

### **March 2020**

- 6 Deadline for appeals, rebuttals, and/or petitions to the President of negative recommendations.

### **April 2020**

- 3 Final transmittal of Wichita State University decisions to the candidates.

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## **Academic Year 2020-2021 Tenure, Promotion, Professor Incentive Review (PIR) and Post Tenure Review Calendar**

### **January 2020**

- 10 Office of Planning and Analysis notifies deans that information on faculty eligibility for tenure and promotion review is available in Reporting Services in a folder labeled "OPA-Faculty Teaching History Tenure and Rank".

### **March 2020**

- 20 Deadline for Office of Planning and Analysis to notify deans of faculty scheduled for mandatory tenure review.
- 20 Deadline for faculty applying for promotion, PIR and/or early tenure review to notify chair.

### **April 2020**

- 3 Deadline for dean of college to notify faculty scheduled for mandatory tenure review and post-tenure review with copies to the Provost.
- 10 Deadline for chair to notify dean of faculty applying for tenure and/or promotion or PIR.
- 17 Deadline for candidates needing an external review to provide reviewer and documents to chair and dean.

### **May 2020**

- 15 Deadline for dean's office to send initial request for external reviews as required for all tenure and promotion cases (not PIR cases).
- 15 Deadline for dean of college to notify the Provost of faculty scheduled for early tenure review and/or promotion, or PIR.