

Promotion and Tenure: General Guidelines

The following information comes from the website of the Office of the Provost and Executive Vice President. It suggests the month-by-month timeline for those faculty members preparing for promotion and tenure consideration. While the schedule is described within the academic year, candidates should begin the process in May (there are no tasks assigned to December, January, March, or July). Other recommended documents:

1. The information herein was accurate as of April 2016; for updates, go to <http://provost.gmu.edu/department-chair-resources/critical-dates/>
2. For more specific information, see *Promotion and Tenure Schedule*, updated by the provost's office each September – this document also provides the *Promotion and Tenure Casebook Template* to be used when creating documentation for promotion and/or tenure.
3. Use the *Procedural Checklist for Promotion and Tenure Cases* to assure that everything has been completed.

August

- Candidate packages for external reviewers due
- Send candidate packages to external reviewers (if not already done so)

September

- External review letters due to department
- Begin faculty review of cases
- Committee preparation of case for department
- Schedule peer observations (if needed)
- Timeline / schedule for P&T sent from the Office of the Provost and Executive Vice President

October

- Faculty review of cases
- Committee preparation of case for department
- Peer observations (if needed)
- Upload a list of all cases for promotion and tenure to MESA by early October

November

- Faculty vote on cases
- Chair letters to college - due December 1

February

- Electronic copy of candidates' dossiers uploaded to MESA, containing letters from the first-level and second-level review and from the dean or director, due early February
- Be sure to follow template exactly, including the Future Plans section

April

- Set up internal review committees for each candidate
- Prep faculty coming up

May

- Identify external reviewers
- Solicit/contact external reviewers

June

- Finalize external reviewers for cases
- Candidate packages for external reviewers due
- Send out candidate packages and case instructions to external reviewers