College of Arts and Sciences  
Georgia State University  
PROMOTION AND TENURE PROCESS CALENDAR  
2016

March 1  
Deadline for chairs to ask in writing all non-tenured faculty who are eligible for consideration for promotion and/or tenure if they wish to be considered by the department. All responses to this request must be received by the chair by March 15.

March 15  
All faculty members who wish to be considered for promotion and/or tenure notify their chairs. The candidate also provides the chair with a list of eight possible external reviewers (must include organizational affiliations and addresses, indications of their ranks, areas of concentration, major achievements, standings in the discipline, and the nature and extent of any personal and/or professional relationship with the candidate), following the format shown in Appendix I (College P&T manual). A current curriculum vitae is also required, and it should follow the format shown in Appendix III (College P&T manual).

All faculty members with probationary credit, who are eligible for consideration for promotion and tenure must notify their department chairs if they will keep or relinquish some or all of their awarded credit.

A faculty member applying for consideration for promotion and/or tenure, whose primary field of expertise lies outside of their department’s area, may submit a written request to their chair and to the dean to be reviewed for promotion and/or tenure by an area committee other than the one representing their department.

March 22  
The chair, in consultation with senior faculty in the department, provides a list of eight possible external reviewers (must include organizational affiliations and addresses, indications of their ranks, areas of concentration, major achievements, standings in the discipline, and any known relationship with the candidate), following the format shown in Appendix II (College P&T manual). There should be no duplication in names of reviewers on the two lists.

Electronic copies of the candidate’s list, the chair’s list, and the candidate’s curriculum vitae must be submitted in MS Word format by the chair to the Office of the Dean (c/o Lekeedra James).

June 10  
Candidates’ professional development materials (see College P&T manual, section V., I.) are submitted to the chair for forwarding to external reviewers.
**June 15**

The chair reviews the professional development materials for conformity with the P&T manual and forwards these materials to the Office of the Dean (c/o Lekeedra James). The six sets of professional development materials must be packaged for mailing but not sealed. Candidates who would like the materials returned to them must request it in writing. The request should be made to the Office of the Dean (c/o Lekeedra James). These materials will be returned to the candidates (who made a request) if and when the external reviewers send them back to the university.

**August 15**

Letters/responses from external reviewers due to the Office of the Dean.

**September 9**

The Office of the Dean provides the chair with the letters of assessment that have been received from external reviewers. The chair forwards copies of the letters to the departmental P&T committee. External reviewer letters must be treated confidentially at all levels of the promotion and tenure process.

Candidates submit complete dossiers (one copy) to the appropriate chair. After this date, no materials can be added to the dossier. The dossier is considered closed, and all parties involved in the review of the candidate’s credentials will have access to exactly the same information in the dossier. The materials in a candidate’s dossier should remain as submitted at all levels of review. Anyone reviewing the materials must not underline, highlight, add margin notes, etc.

Candidates submit to the Office of the Dean (c/o Lekeedra James) electronic copies of the curriculum vitae and each separate statement of interests and goals (professional development, teaching, and service) included in their dossiers.

**October 3**

Departmental committees present their letters of assessment and recommendation to the departmental chairs.

**October 4**

Departmental chair provides copies of the departmental committee’s report, including any minority reports, to the candidate. The faculty members from the departmental committee must not be identified to the candidate, therefore signature pages must be removed before the chair provides a copy to the candidate. The candidate has five working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.

**October 11**

Candidate’s response, if any, to report of the department committee is due to the department chair.

Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.
October 14  Departmental chair completes his/her evaluation and submits the following to the Office of the Dean (c/o Lekeedra James): chair’s letter of assessment and recommendation for or against promotion and/or tenure; departmental committee’s letter of assessment and recommendation for or against promotion and/or tenure, including any minority reports; candidate’s response to departmental committee’s letter of assessment, if any; candidate’s dossier; and electronic copies of the chair’s letter, the departmental committee’s letter (including any minority reports), and candidate’s response (if any).

Departmental chair provides copies of his/her report to the candidate. The candidate has five working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.

October 21  Candidate’s response, if any, to report of the chair is due to the Office of the Dean (c/o Lekeedra James).

Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.

November 18  Each college promotion and tenure area committee presents its report to the Office of the Dean.

November 20  The Office of the Dean provides copies of the area committee’s report, including any minority reports, to the candidate. The faculty members from the area committee must not be identified to the candidate, therefore signature pages are removed before the Office of the Dean provides a copy to the candidate. The candidate has five working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.

November 29  Candidate’s response, if any, to the area committee report is due to the Office of the Dean (c/o Lekeedra James).

Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.

December TBD*  The Office of the Dean informs candidates in writing of its recommendation, positive and negative, and provides a copy of its letter of assessment. The candidate has ten working days to appeal a negative recommendation from the dean to the provost.

December TBD*  Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.
Within 30 days of notification of President’s final P&T decision, Chair submits approved Workload Adjustment Request Form (prepared by faculty member) to appropriate area associate dean. Only associate professors approved for promotion to professor are eligible for a PROF program workload adjustment as part of the P&T process.

*The exact dates for the notification of the outcomes of college and university promotion and tenure review will be determined by the Office of the Provost and communicated to the university faculty in advance of each year's promotion and tenure cycle.*