

## Timeline for Tenure/Second and Subsequent Promotion 2017-2018

Due Date	What	Where
October 2†	Letter of Intent to Apply for Promotion	Office of Academic Affairs (for Tenure) Department Chairperson (for 2 <sup>nd</sup> & Subsequent)
January 19	Professional Portfolio	Department Chairperson <i>(Chair is to convene a meeting of the Dept. P&amp;T Review Committee)</i>
February 2	Professional Portfolio & Chair/Dept. Recommendations	Division Dean <i>(Dean is to convene a meeting of the Division P&amp;T Review Committee)</i>
February 19	Professional Portfolio & Chair/Dept. & Dean/Division Recommendations	College Promotion & Tenure Review Committee
March 9	Professional Portfolio & Chair/Dept. & Dean/Division & College Committee Recommendations	Senior Vice President for Academic Affairs
March 16	Professional Portfolio & Chair/Dept. & Dean/Division & College Committee & SVP Recommendations	President
Prior to March 26†	President's Recommendation	Candidate
April 2*†	Letter of Request for Appeals Committee	President
April 23†	Appeals Committee Recommendation	President
May Board Meeting	All Recommendations	Board of Trustees
	Board Decision	Candidate

**\*Appeals are invoked only at the request of the candidate.**

**†This date has been adjusted per Procedure 5-19 (D), which stipulates that when the date "falls on a Saturday, Sunday, or holiday, the action [due date] will be the next workday. If the college is closed for emergency reasons on any of these dates, the action due date will be the next workday."**