Dates for 2016 Promotions

The Dean and Executive Committee encourage electronic submission of all materials.

~ When submitting materials to the Dean’s Office, all materials should be submitted to the Dean’s Assistant, Sheena Lewis, in 516 French Hall, and/or when required digitally to shelew@umflint.edu ~

March 2, 2015: CAS solicits departments for names of candidates who wish to go up for Promotion and Tenure.

April 1, 2015: Promotion committees should be formed and names submitted to the Dean’s Office. Where promotion committees need to be formed with members outside of the department, do so in consultation with the Dean and candidate.

May 1, 2015: The committee chair provides a list of 14-16 external reviewers, in priority order. Lists will be reviewed by the Dean and Executive Committee, who may revise the priority order. Minimum of 6 of the names submitted must be solely chosen by chair/committee without input or knowledge of the candidate, and clearly marked as such.

June 1, 2015: Three required submissions to the Dean’s Office: 1) Electronic vita (using format described in the CAS P&T Guidelines) 2) a list of materials that will be sent to reviewers (Word format) 3) Research/scholarly/creative materials for external review in one of the following formats: digital via email, Dropbox link, USB memory stick, or hardcopy (minimum 8 copies).

June 15, 2015: CAS Dean’s Office e-mails potential reviewers. As reviewers accept, materials are sent out with a return due date of August 15, 2015.

September 1, 2015: External letters available for promotion committees. If all letters for a candidate arrive earlier/later than this date, committees will be notified on a case by case basis.

September 15, 2015: Candidates should complete and submit promotion notebooks to the Department or Promotion Committees for review.

October 15, 2015: Three required submissions: 1) The Committee Chair prepares and submits the statement of support or non-support for promotion and tenure to the CAS Dean’s Office. Please submit statement both digitally (unsigned, word document) and hardcopy (signed, but not 3-hole punched), 2) Candidates’ submission of notebooks and/or digital documents are due to the Dean’s Office. 3) Candidates’ submission of separate Teaching, Scholarly/Creative Work, and Service statements (must be done in MS Word and must be 2 pages or less, single spaced, 1 inch margins, size 11-12 standard font). Please also include completed digital Excel-file version of your teaching evaluations at this time.

Mid-October to mid-December, 2015: The Dean and CAS Executive Committee conduct promotion and/or tenure reviews and final recommendations are made to the Dean after receipt of a minimum of five (six recommended) external review letters.

December 2015: The Dean makes his/her recommendation. The Dean’s office prepares the necessary documentation to be forwarded to the Provost’s office.

December 23, 2016: All promotion packets, notebooks, and recommendations are submitted to the Provost.

May 2016: Final results issued from Regents Meeting

*Subject to revision, based on notifications of procedures from UM-Ann Arbor. During this process you may receive emails from the Dean’s Assistant (Sheena Lewis) and/or the Provost’s Assistant (Sue Fabbro) requesting additional information or clarification. Please respond to these emails promptly and thoroughly.