

Composite Summary of Deadlines for Promotion, Tenure, and Sabbatical

Note: This document is designed to help chairs and deans to be aware of deadlines for responsibilities they may have as their faculty apply for advancement. This document should be used in conjunction with (1) the promotion, tenure, and sabbatical sections of the *Faculty Handbook*, (2) the checklists and guidelines for promotion, tenure, and sabbatical, and (3) the help of the Director of Faculty Excellence.

The color coding is designed to help administrators and faculty using this document to quickly identify responsibilities of each group.

Faculty = Applicant/Faculty Member applying for advancement or sabbatical
Chair = Department or Committee Chair (such as for a promotions committee or tenured faculty committee or)
Dean = School Dean
VPAA = Vice President for Academic Affairs

Deadline Date	Promotion (Standard)	Promotion (Faculty Excellence)	Tenure	Sabbatical
April 1	School dean has notified applicant of eligibility.		School dean has notified applicant of eligibility.	School dean has notified applicant of eligibility.
April 15	Applicant has sent a letter of intent to his or her dept chair* with a copy sent to the Dir. of Faculty Excellence.		Applicant has sent a letter of intent to his or her dept chair* and school's tenured faculty chair with a copy sent to the Dir. of Faculty Excellence.	Applicant has sent a letter of intent to his or her dept chair* with a copy sent to the Dir. of Faculty Excellence.
April 30	The dept. chair has forwarded the applicant's	The dept. chair has forwarded the applicant's letter to the	The dept. chair has forwarded the applicant's letter to the	The dept. chair has forwarded the applicant's letter to the

	<p>letter to the school dean who has forwarded it to the VPAA.</p> <p>The Dir. of Faculty Excellence has directed the applicant to the guidelines & offered the applicant a mentor.</p>	<p>school dean who has forwarded it to the VPAA.</p> <p>The Dir. of Faculty Excellence has directed the applicant to the guidelines & offered the applicant a mentor.</p>	<p>school dean who has forwarded it to the VPAA.</p> <p>The Dir. of Faculty Excellence has directed the applicant to the guidelines & offered the applicant a tenured faculty mentor.</p>	<p>school dean who has forwarded it to the VPAA.</p> <p>The Dir. of Faculty Excellence has directed the applicant to the guidelines & offered the applicant a faculty mentor.</p>
April 15 to May 15	Applicant has attended a workshop on preparing a promotion application.	Applicant has attended a workshop on preparing a promotion application.	Applicant has attended a workshop on preparing a tenure application.	Applicant has attended a workshop on preparing a sabbatical application.
May 31	<p>Applicant has selected 2 dept colleagues approved by the dept chair to complete the peer rating form.</p> <p>The dean selects 3 people (e.g., deans, faculty, chairs) to observe applicant teach in September.</p> <p>Applicant has requested a letter of recommendation from chair of an ORU committee on which the applicant has served.</p>		The school's tenured faculty chair has selected 3 tenured faculty members from the school to fill out a peer review & decided which 2 will observe the applicant teach in September.	Dept chair & dean discuss how the sabbatical may affect the dept, & the chair must submit a staffing plan to the dean & a request for university funding.
Summer	Applicant prepares the promotion application according to the guidelines & faculty handbook		Applicant prepares the tenure application according to the guidelines & faculty handbook.	Applicant prepares the sabbatical application according to the guidelines & faculty handbook.
August 31	Applicant has submitted the promotion application (in the form of an electronic portfolio) to the school		Applicant has submitted the tenure application (in the form of an electronic portfolio) to the school's tenured faculty	Applicant has submitted a sabbatical application (in the form of an electronic portfolio) to the dept chair* .

	<p>dean.</p> <p>The dean has collected the 3 peer rating forms.</p>		<p>chair.</p>	
September 30	<p>The 3 people (e.g., deans, faculty, chairs) selected by the school dean have observed the applicant teach & submitted observations forms to the dean.</p>		<p>Chair, dean, and 2 of the school's tenured faculty members have observed the applicant teach & submitted observation forms to the school's tenured faculty chair.</p> <p>The university-wide tenured faculty chair has appointed an evaluation committee composed of one tenured faculty member from each school.</p>	
1 st Week of October	<p>The dean assembles all promotion application materials (e.g., peer reviews, classroom observations) with the applicant's electronic promotion application & submits them to the promotion committee chair.</p>		<p>The school's tenured faculty chair electronically distributes the application to the school's tenured faculty for review.</p>	
October	<p>The promotion committee reviews applicant's electronic promotion application, & the chair makes its recommendations to the school dean.</p>		<p>The school's tenured faculty chair calls members to meet, discuss, & vote on tenure applications.</p>	
October 31	<p>The promotion committee chair has submitted its recommendations to the school dean.</p>		<p>The school's tenured faculty chair has reported the voting results to the school dean & forwarded voting results &</p>	

			electronic portfolio of each approved applicant to the university-wide tenured faculty chair .	
1st & 2nd Week of November	The dean reviews the applicant's electronic promotion application & makes a recommendation the VPAA .		<p>The university-wide tenured faculty chair schedules a spiritual fit interview with the applicant & evaluation committee.</p> <p>The evaluation committee votes on the applicant & reports the voting results to the university-wide tenured faculty chair.</p>	
Thanksgiving			The University-wide tenured faculty chair has scheduled and moderated a meeting of all tenured faculty to discuss and vote on the applications.	
November 30	The VPAA reviews the application portfolio, adds comments, & forwards the application up the chain to the Board of Trustees.		<p>The University-wide tenured faculty chair has reported the voting results to school deans & then to dept chairs & applicants.</p> <p>The University-wide tenured faculty chair has forward the voting results & electronic portfolio applications to the VPAA.</p>	
December			The VPAA reviews the application portfolio, adds comments, & forwards the application up the chain to the Board of Trustees.	

January	<p>The Board makes a decision regarding promotion applications.</p> <p>The Board relays the decision to the VPAA, who then informs the school dean. The dean notifies the applicant of the Board's decision.</p>	The Board makes a decision regarding promotion applications.	The Board makes a decision regarding tenure applications.	<p>The Board makes a decision regarding sabbatical applications.</p> <p>The Board relays the decision to the VPAA, who then informs the school dean. The dean notifies the applicant of the Board's decision.</p>
Fall and/or Spring				Sabbatical leave
September 1				Faculty member has written and submitted a sabbatical report to the department chair* so it can be forwarded to administrators.
Fall or Spring				Faculty member has presented an oral report of sabbatical activities to peers.
December				The President forwards the sabbatical report to the Board of Trustees.
January				The Board reviews the sabbatical report.
Spring				Faculty member has presented an oral report of sabbatical activities to peers.

*or school dean if there is no department chair.