**PROMOTION AND TENURE TIMELINE AND CHECKLIST**

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| **DUE DATE** | **ACTION ITEM** | **RESPONSIBLE PERSONS** |
| **Prior to July** | * ***Discuss with department chair progress toward promotion and/or tenure and intent to submit an application.*** * Determine the departmental policy for promotion and/or tenure as early as possible to determine any additional requirements and dates. * Attend Promotion and Tenure Workshop (recommended). | Candidate and Chair |
| **July 1** | * ***Submit a letter of intent (including nominations for Emeritus Faculty) to department chair with a copy of the request to the Dean’s Office (Faculty Affairs).*** * All requests shall be in writing and initiated by the faculty member. | Candidate |
| **July 1** | * The candidate should receive notice from the Dean’s Office indicating receipt of the letter of intent. * The Dean’s Office forwards all letters of intent to the Promotions and Tenure Committee. | Dean’s Office |
| **Ongoing-October 1** | * ***Compile and submit the information required for the review process.*** The purpose of the application is to assess the contributions of the candidate to MUSM. Therefore, the goal of the candidate should be to present his/her credentials as positively as possible but honestly. Applications are designed to reflect the Standards for Advancement and the Standards for Tenure. | Candidate |
| **Mid-August** | * **Candidate and department chair discuss names of referees and prepare materials to submit to referees**. The referee’s academic rank should be higher than the current rank of the candidate. * **Contact each referee providing a copy of the CV and supporting material as well as MUSM promotion and/or tenure standards.** Request that letters be sent electronically to the Dean’s Office by September 15. | Candidate and Chair |
| **September 1- September 30** | * ***September 1, or in accordance with departmental policy and procedures, complete an application for promotion/tenure and submit for review by the department chair and department review committee.*** * **Candidate’s department chair and department committee, evaluate the application and forward it with letters of recommendation to the Dean’s office.** These letters should address the value the candidate provides the school, department, University, and/or national organization. * Make changes to application based on department and department chair feedback | Dept. Chair,  Candidate,  Department Review Committee |
| **October 1** | * ***By 5:00 p.m. on the first business day in October, submit the application and supporting material electronically according to instructions.*** | Candidate |
| **October 1** | * ***The department chair submits his/her recommendation either electronically or by hard copy.***   It is the responsibility of the department chair to initiate the review and evaluation of the Request for Promotion/Tenure within the department. Supporting documentation should include a letter from the department chair and/or the Department Promotion and Tenure Committee addressing:   * Value the candidate provides to the school, department, University, and/or national organization; * Results of the review and evaluation process from the department * A recommendation regarding the candidate | Department Chair; Department Review Committee |
| **October 1** | * ***The Dean’s Office forwards applications to the Promotions and Tenure Committee.*** | Dean’s Office |
| **Oct – Dec** | * ***P&T Committee convenes and begins its review of the applications.*** Committee deliberations and recommendations are conducted in executive session and are considered confidential. | P&T Committee |
| **3rd Friday in December** | * ***The P&T Committee forwards its recommendations, along with supporting documents, to the Dean for consideration.*** | P&T Committee |
| **Mid-January** | * Dean considers the recommendations of the department chair/unit director, department review committee, and the Promotions and Tenure Committee before making a recommendation to Mercer University Provost. The action taken by the Dean, and all subsequent applicable notification and review procedures, shall be in accordance with the *University Faculty Handbook* and follow the prescribed timeline. |  |
| **Mid- April** | * ***The Provost’s Office makes recommendations to the Board of Trustees at the April meeting.*** The Dean notifies candidates of Board of Trustees’ actions. * Note: Candidates will not be informed of the Promotions and Tenure Committee recommendation to the Dean nor of the Dean’s recommendation to the Provost. |  |

**GENERAL OPERATING PROCEDURES OF THE PROMOTIONS AND TENURE COMMITTEE**

The P&T Committee deliberations on each candidate are confidential; information is not shared outside the Committee, except in recommendations to the Dean. In general, the Committee conducts the review process for each candidate in the following manner:

1. Each member of the P&T Committee has electronic access to the materials of each candidate.
2. The Committee assigns each candidate a primary and secondary reviewer. Reviewers are assigned by mixing reviewers by campuses and backgrounds (i.e. whether clinical or basic science faculty). Any potential conflict of interest is taken into consideration, for example a relative or someone from the same department, would not be assigned as a reviewer and might be excused from deliberations regarding this candidate.
3. The Committee reviews candidates as a group when possible. For example, candidates seeking promotion to Associate Professor with Tenure might discussed sequentially.
4. After the primary reviewer presents the candidate, the secondary reviewer also assesses the candidate based on the criteria. Group discussion follows. No vote is taken the first time a candidate is presented.
5. Once all candidates have been presented, the process begins again, though abbreviated. The focus is on the highlights and whether there is additional information to be considered by the Committee.
6. After the candidate is presented the second time, a vote is taken. Committee members may make any of the following votes related to the recommendation: yes, no, abstain. If a member is absent, his/her vote may be recorded at a later date. For promotion, committee members may vote on those applicants whose rank is below the committee member’s rank. For tenure, individuals with tenure or individuals who are not on Tenure Track may vote.
7. By the third Friday in December, the P&T Committee makes a recommendation to the Dean regarding promotion and/or tenure of the candidate.
   1. Letter addressed to the Dean and signed by the Chair of the P&T Committee
   2. Evaluation of Candidate
      1. Teaching in applicable areas (instruction, curriculum development, learner assessment, mentoring/advising, and educational leadership)
      2. Research, scholarship, creative endeavors
      3. Clinical practice, as applicable
      4. Administration, as applicable
      5. Institutional and Academically Related Service
   3. Vote count on promotion and/or tenure; clearly indicate recusals, abstentions and absences
   4. Minority viewpoint (if there was a split vote)
   5. Indicate any collaboration with candidate and explain nature of collaboration
8. By the third Friday in January, the Dean will forward a recommendation to the Provost.
   1. Dean’s analysis and evaluation, including analysis of impact of candidates’ professional activities and contributions
   2. Evaluation of Candidate
      1. Teaching in applicable areas (instruction, curriculum development, learner assessment, mentoring/advising, and educational leadership)
      2. Research, scholarship, creative endeavors
      3. Clinical practice, as applicable
      4. Administration, as applicable
      5. Institutional and Academically Related Service
   3. Recommendation on promotion/tenure
   4. Indicate any collaboration with candidate and explain nature of collaboration
9. The Board of Trustees meets in mid-April to review the Provost’s recommendation and approve any recommendations for promotion and/tenure.
10. Neither the candidate nor the P&T Committee will receive notification of the status of the candidate’s application until after the Board of Trustees meeting.