

CLASS PROMOTION & TENURE

Summary of College Process

Dates in standard font are set by University Policy / CLASS Constitution
Dates in italics are set by the Dean of the College

If a given date occurs on a weekend or holiday, the deadline shall be the first day on which the University Administrative offices are open after the weekend or holiday.

PROMOTION & TENURE: TIMELINE	
DEADLINE	ACTION
April 16	Dean notifies chairs of faculty eligible for tenure
May 1	Chair notifies eligible candidates for tenure & provides guidelines
Sept 1	Candidates notify chair & dean in writing of intent to apply for tenure and/or promotion
<i>Sept. 11</i>	P & T Information and Q & A Forum: Discovery Classroom 3:30 PM
<i>Sept 15</i>	P & T Candidates submit name of presenter to Dean
Nov 10	Candidates notified of Department's recommendations
Dec 1	Department & chair P & T recommendations & materials due to dean
By Oct 1	College Committee organizational meeting to establish schedule
Finals Week	College Committee review of candidates begins
End Finals Week	College review completed
Feb 15	Dean submits recommendations to Provost
March 19	Last day for tenure candidate to withdraw from candidacy
March 19	Provost recommendations to President
President recommends to Board of Regents; President notifies faculty of Board's decision	

PROMOTION & TENURE: HELPFUL DOCUMENTS

LOCATION: www.class.eku.edu → Faculty Resources

- *University Promotion & Tenure Policy*
- *CLASS Guidelines for Promotion & Tenure*
- *Guidelines for Completing the Application for Promotion and Tenure*
- *Guidelines for Assembling Documentation in Support of Applications*
- *Checklists for Application Materials*
- *Required Forms*
- *Common Mistakes on P & T Applications by Applicants and Committees*
- *Curriculum Vitae Template*

