Institute of Agriculture & Natural Resources
Promotion and Tenure and Faculty Evaluation Timeline
(2020-2021)

NOTE: Activities that result in successful promotion and tenure begin at the time that the person is hired. These include mentoring from peers inside and outside the unit, meetings with unit leaders and unit P&T committee members, peer review, and annual evaluation. It may also include a 3 or 4 year review of materials that the candidate is preparing as documentation for their promotion and/or tenure dossier. The *recommended* timeline below includes those activities that are associated with the submission of candidate materials, and begins approximately 18 months prior to the granting of tenure or the awarding of promotion.

* *An asterisk designates those activities that have a fixed date. All other dates are recommendations.*

Description	Time frame	Responsible Party	✓
WRITTEN STATEMENT OF INTENT TO SUBMIT MATERIALS: Candidates inform unit leader, supervisor, and/or chair of the P&T/P committee of intent to apply for promotion and/or tenure 4-6 months prior to date by which materials must be submitted for consideration.	Prior to March 15, 2020	Candidate	
INITIAL MEETING WITH UNIT LEADER OR SUPERVISOR: Unit leader or supervisor meets with faculty member to discuss file preparation and to review dates and processes associated with file review. If applicable, this includes a discussion of external peer review and how individuals are nominated and selected.	Prior to April 2020	Unit Leader or Supervisor & Candidate	
SELECTION OF EXTERNAL PEER REVIEWERS (not applicable to Extension Educators): Candidate must complete and sign the *Waiver of Right to See Information Form*. Unit leader requests recommendations of external peer reviewers from candidates. The number of recommendations required of the candidate varies by unit/discipline, however, most require 5-10. The candidate includes the person's name, contact information, and relationship to candidate. The unit leader notifies the chair of the P&T committee, and other unit faculty that the candidate is applying for promotion and/or tenure, and requests their assistance in identifying names of potential external reviewers. The unit leader, with the help of the P&T committee and other unit faculty, supplement the list with an approximately equal number of recommendations. If, on the Waiver Form, the candidate selects "I waive my right to inspect all written comments solicited from outside peer reviewers, provided I have agreed to a list of potential outside peers from which evaluation will be requested." the unit leader will send the complete list of potential external reviewers to the candidate for approval. The unit leader or chair of the P&T committee (depending on unit rules) contacts the required number of people from the list to request that they serve as external reviewers and notifies them of the date the file will be sent and when the review is due back to the unit. [The number of letters is determined by what is appropriate to the respective discipline, however, a minimum of 3 are required and no more than 6 may be included in the candidate's file.]	May-Aug 2020	Unit Leader & Candidate (some units include the P&T Committee Chair)	
FILE ASSEMBLY: Candidate assembles file. Reminder is sent to the candidate about documentation format and the date the file is due to the unit's office. It is recommended that the candidate consult with a mentor, senior faculty member and/or the unit leader/supervisor about file preparation. After the candidate assembles the file, the unit leader/supervisor or a senior faculty member will review and provide feedback. The unit leader/supervisor must review the file to verify that all necessary elements are included. Materials to be sent to the external reviewers are discussed with the candidate (*not applicable to Extension Educators)*.	April – July 2020	Unit Leader or Supervisor & Candidate (some units include the	

(a) Completed package (including both Administrative and Candidate Sections) to Unit leader (b) Materials sent to peer reviewers.	(a) Occur Prior to August 2020 (b) Early August	P&T Committee Chair)	
EXTERNAL LETTERS DUE (not applicable to Extension Educators): External letters are due in the unit and reminders are sent to external reviewers who have not submitted their letters..	Sept 2020	P&T Comm & Unit Leader	
EXTENSION EDUCATOR FILES DUE TO SUPERVISOR:	Oct 1, 2019	Candidate	
P&T/P COMMITTEE REVIEW: P&T/P committee meets to act on tenure and/or promotion applications. The P&T/P committee's documentation of its recommendation and reasons for it is addressed to the unit leader/supervisor with a copy to the candidate. The candidate must be notified in writing by the P&T/P committee of its recommendation within 48 hours of the meeting.	No later than October 16, 2020	P&T Comm	
CANDIDATE APPEAL (if applicable): If candidate requests an appeal, the appeal must be made in writing to the chair of the P&T/P committee within two days of being informed of the committee's recommendation. Materials supporting the appeal must be received by the P&T/P committee within five days of the candidate receiving the committee's recommendation.	October, 2020	Candidate	
P&T/P COMMITTEE MEETING TO ADDRESS APPEALS: If an appeal request is received, the P&T/P committee will meet to reconsider their recommendation. Written documentation of the P&T/P committee recommendation and reasons are due to unit leader, with a copy to the candidate, within 48 hours of the reconsideration meeting.	No later than November 1, 2020	P&T Comm & Candidate	
UNIT LEADER OR SUPERVISOR REVIEW: Unit leader/supervisor conducts an independent review of all materials contained in the file, including the P&T/P committee recommendation. The unit leader's/supervisor's recommendation is documented with reasons addressed to the dean(s), with a copy to the candidate and the candidate's file.	Early November 2020	Unit Leader or Supervisor	
CANDIDATE APPEAL (if applicable): If candidate requests an appeal, the appeal must be made in writing to the unit leader/supervisor within two days of being informed of the unit leader's/supervisor's recommendation. Materials supporting the appeal must be received by the unit leader/supervisor within five days of the candidate receiving the committee's recommendation.	Early November 2020	Candidate	
UNIT LEADER/SUPERVISOR RE-EVALUATION IN LIGHT OF AN APPEAL: If an appeal request is received, the unit leader/supervisor re-evaluates the candidate materials in light of the appeal. Written documentation of the unit leader/supervisor recommendation and reasons are addressed to the dean(s) with a copy to the candidate, within 5 working days of receipt of the appeal.	Prior to November 15, 2020	Unit Leader or Supervisor	
* **PROMOTION AND/OR TENURE FILES DUE TO THE OFFICE OF THE IANR VICE CHANCELLOR:** Tenure and/or promotion recommendation files are due to the Office of the IANR Vice Chancellor for review by the deans. This includes extension educators being considered for promotion. Promotion effective dates will be July 1, 2021 for 12-month appointments and the August 16, 2021 for academic year appointments. **NOTE**: For faculty members on joint appointments between IANR and Academic Affairs, materials must be submitted to the offices of both the IANR VC and the EVC.	November 15, 2020	Unit Leader	
* **NOTICES OF NON-REAPPOINTMENT:** Unit leader/supervisor must give written notice to a faculty member in the **second year** of a Specific Term appointment if the faculty member will not be reappointed beyond the second year. If appropriate notice is not given, then the contract is automatically extended for an additional year. Non-reappointment deadlines are included as page 4.	December 4, 2020	Unit Leader	

REVIEW BY DEAN(S) OVERSEEING APPORTIONMENT: Deans who have responsibility for areas of the candidate's apportionment together conduct an independent review of all materials contained in the file, including the P&T/P committee and unit leader/supervisor recommendations.	Early December 2020	Dean(s)	
CANDIDATE APPEAL (if applicable): If the candidate requests an appeal, the appeal must be made in writing to the dean(s) within two days of being informed of the dean(s)' recommendation. Materials supporting the appeal must be received by the dean(s) within 5 days of the candidate receiving the recommendation.	December 2020	Candidate	
DEAN(S)' REEVALUATION IN LIGHT OF AN APPEAL: If an appeal request is received, the dean(s) re-evaluates the candidate materials in light of the appeal. Documentation of the reevaluation should be received by the candidate not later than 5 working days of receipt of the appeal.	December 2020	Dean(s)	
DEANS MEETING TO CONSIDER CANDIDATE MATERIALS: This meeting is coordinated by the Senior Associate Vice Chancellor. Deans must inform the candidate in writing of their recommendation. Documentation of this recommendation is included in the candidate's file for review by the IANR Vice Chancellor.	Early December 2020	Senior AVC and Deans	
CANDIDATE APPEAL (if applicable): If the candidate requests an appeal, the appeal must be made in writing to the deans within two days of being informed of the dean's recommendation. Materials supporting the appeal must be received by the deans within 5 days of the candidate receiving the Committee's recommendation.	December 2020	Candidate	
DEANS MEET TO ADDRESS APPEALS: If an appeal is received, the deans meet to reconsider their recommendation.	January 2021	Deans	
P&T REVIEWS COMPLETED BY IANR DEANS: IANR deans forward their recommendations to the IANR Vice Chancellor.	January 2021	Deans & VC	
P&T REVIEWS COMPLETED BY NU VICE PRESIDENT/IANR VICE CHANCELLOR: NU Vice President/IANR Vice Chancellor reviews tenure and promotion files.	January – February 2021	Vice Chancellor	
* **ANNUAL REPORT OF FACULTY ACCOMPLISHMENTS** due to unit leader.	January 15, 2021	Faculty Member	
* **PROGRESS TOWARD TENURE AND/OR PROMOTION:** Unit Peer Review Committee completes progress toward tenure and/or promotion recommendation forms and provides summaries to the unit leader.	January – March 15, 2021	Unit Peer Review Committee	
* **ANNUAL REVIEW MEETINGS:** Unit administrators begin to review written annual evaluations with faculty members.	January – March 15, 2021	Unit Leader or Supervisor	
* **ANNUAL FACULTY EVALUATIONS DUE:** The **signed** "Academic Performance Evaluation and Professional Development of Faculty" forms are due on SharePoint for <u>all</u> IANR faculty members. **PROGRESS FORMS DUE:** The **signed** "Faculty Annual Progress Form" (including Appointment Renewal section where applicable) are due on SharePoint. **EVALUATION RATING SHEET UPDATED**: The Evaluation Rating spreadsheet should be updated with the overall rating under the column "**SIGNED 2020**" marked.	March 15, 2021	Unit Leader or Supervisor and Unit Admin Assistant	
* **NOTICES OF NON-REAPPOINTMENT:** Unit leader must give written notice to faculty members in the **first year** of a Specific Term appointment if the faculty member will not be reappointed beyond the first year. **NOTE:** Unit leader must give written notice not	February 19, 2021	Unit Leader or Supervisor	

less than three (3) months in advance of the termination date to a faculty member if the stated term of **the appointment expires at the end of one year of service or sooner**.			
* **NOTICES OF NON-REAPPOINTMENT:** Unit leader give written notice to faculty members on an **academic year appointment** completing three or more years of the appointment if the faculty member will not be reappointed beyond the end of the academic year.	April 30, 2021	Unit Leader or Supervisor	
* **NOTICES OF NON-REAPPOINTMENT:** Unit leader must give written notice to faculty members on **full-year** Specific Term appointment completing two or more years of the appointment if the faculty member will not be reappointed beyond June 30, 2022.	June 21, 2021	Unit Leader or Supervisor	