

College of Engineering
University of South Alabama
Summary of Tenure and Promotion Timeline

Any date falling on a weekend or a University holiday is understood to represent close of business on the nearest prior working day.

- June 15** The Dean notifies eligible faculty members, their chairs and the College Promotion and Tenure Committee of eligibility for promotion or tenure review.
- July 15** Eligible faculty members notify the dean's office of their intent to apply for promotion and/or tenure. Faculty in the terminal year of their probationary period must be evaluated for tenure in accordance with the procedures outlined in the Faculty Handbook.
- August 25** Eligible faculty members who are applying for promotion and/or tenure submit to the Department Chair a list of suggested external referees and also their curriculum vitae including a list of all relevant publications. The Department Chair sends a copy of the curriculum vitae to the Chair of the Department Promotion and/or Tenure Committee to be used by that Committee in its own selection of external referees. This curriculum vitae is also subsequently sent to the selected external referees but does not become part of the candidate's portfolio.
- Sept 1** The Department Promotion and/or Tenure Committees meet, as arranged by Departmental Chairs, and elect their committee chairs.
- Sept 5** The members of the Departmental Promotion and/or Tenure Committee submit to the Chair of the Department a list of names of external referees who are recognized scholars in the candidate's field of scholarship. Note that this list submitted to the Department Chair is a compilation of three lists as defined in the Tenure and Promotion Statement of Policies and Procedures.
- Sept 10** Eligible faculty members submit preliminary promotion and/or tenure material including those portions of the complete portfolio necessary for external referees.
- Sept 15** The Department Chair sends a standard letter and material (including the candidate's curriculum vitae previously submitted to the department Chair) to the selected external reviewers requesting a review of the candidate's research credentials.
- Nov 1** Eligible faculty members submit complete promotion and/or tenure material (portfolio).
- Nov 1-15** Departmental Promotion and Tenure Committee begins the review and discussion process of the appropriate documents.
- Dec 1** Departmental Promotion and Tenure Committee submits a written recommendation to the Department Chair.
- Jan 5-12** The Department Chair reviews all material, generates a written recommendation, and meets each candidate separately to inform the candidate of that recommendation, giving each candidate a copy of the Department Chair's written recommendation, the Departmental Promotion and Tenure Committee written recommendation and justification and the Departmental Review Notification Form. The Department Chair submits that written recommendation and the Departmental Promotion and/or Tenure Committee's written recommendation and all other materials to the Dean.
- Jan 12-19** Candidates have one week after receiving the Department Chair's written recommendation and the Departmental Review Notification to send to the Dean for inclusion in the Departmental Review Notification additional materials supporting their candidacy for tenure and/or promotion.

- Jan 17-22** The Dean checks that all required materials are present and in order. If not, the Dean requests immediate correction. The Dean calls a meeting of the College Promotion and/or Tenure Committee.
- Jan 22-Feb 1** All materials are made available to the College Promotion and/or Tenure Committee. At the first meeting of this Committee, it is charged with its tasks by the Dean, and it elects its Chair. This Committee starts its deliberation and meets as often as needed.
- Feb 1-14** The College Promotion and/or Tenure Committee discusses the materials and arrives at a recommendation.
- Feb 14** The Chair of the College Promotion and/or Tenure Committee forwards a written recommendation to the Dean, signed by all the committee members.
- Mar 1** All materials including the Dean's written recommendation are forwarded by the Dean to the Senior Vice President for Academic Affairs.
- Mar 2** Removal of Dean's access to all materials (date set by Academic Affairs).