# PROMOTION & TENURE (P&T) FLOW CHART

Applicant submits a Letter of Intent by September 15 to the Department Head and Dean.

Department Head notifies the Departmental review team to arrange for the applicants Teaching Effectiveness for evaluation.

Department Head will send an acknowledgement of receipt of the Applicant Letter of Intent.

By **October 15**: The applicant completes a formal application and portfolio with supporting documentation.

The applicant uploads Letter of Intent, Application and portfolio in SharePoint, in necessary folders along with supporting documentation.
***after October 15 applicant will no longer have access to portfolio.***

The Department Head & Departmental Committee will be granted access to the SharePoint Site. Also, the Department Head shall immediately send an acknowledgement in writing of the receipt of the applicant's Formal P&T Portfolio.

The Department Head and Departmental review committee will review formal application and portfolio.

**By October 22**, the applicant's Formal Portfolio—including the departmental review team and department head, should be passed to the College/School Dean.

The Dean will be granted access to the SharePoint Site. Also, the Dean shall immediately send an acknowledgement in writing of the receipt of the applicant's Formal P&T Portfolio.

**From October 23 to November 21**, the college/school Dean and, if applicable, its promotion and tenure committee, shall review the portfolio and make their recommendations. Upload in SharePoint.

**On or before November 22**, Dean shall submit to the Office of the VP of Academic Affairs the Portfolio (the college level tenure/promotion committee's recommendations and the Dean's recommendation must be included).

On **November 23rd**, The University Committee will be granted access to the SharePoint Site. Also, the Chair of the University's P&T Committee shall immediately send an acknowledgement in writing of the receipt of the applicant's

**From November 23 to March 1**, the University's P&T Committee shall review the Formal P&T Portfolio and submit its recommendation (in SharePoint or Via Email) to the V. P. for Academic Affairs by **March 1.**

**From March 2 to March 31**, the Vice President for Academic Affairs shall review the Formal P&T Portfolio and submit his/her recommendation to the President.

**By April 30**, the President shall have notified by postmark his/her recommendation pertaining to the faculty member's application.