

## MIDTERM TENURE REVIEW

### Timetable

*(incorporates the role of the University Tenure & Promotion Committee [UTPC])*

1. Candidate submits Midterm Tenure Review Dossier to Department Tenure Committee.  
Deadline: February 1 (September 1 in fall)

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Candidate	Date
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Tenure Committee Chair	Date
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2. Department Tenure Committee has formal meeting with Candidate.  
Deadline: As soon as possible after the review of the dossier by the Department Tenure Committee

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Candidate	Date
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Tenure Committee Chair	Date
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3. Dept. Tenure Comm. completes its report and recommendation and forwards them, along with dossier and earlier tenure reviews, to appropriate Dean *and* UTPC.  
Deadline: March 1 (October 1 in fall)

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Tenure Committee Chair	Date
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4. Academic Dean completes their own report and recommendation; on behalf of COAD, appropriate Academic Dean forwards them, along with other relevant materials, to UTPC.  
Deadline: April 1 (November 1 in fall)

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Dean	Date
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5. UTPC makes its recommendation to the Vice President for Academic Affairs concerning whether the candidate should continue on the Faculty.  
Deadline: May 1 (December 1 in fall)

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Chair, UTPC	Date
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6. Vice President for Academic Affairs notifies candidate of their decision. If the decision is contrary to the recommendation of the Dept. Tenure Committee, the committee is advised of the reasons that contributed to that decision.  
Deadline: By the end of the academic year (by end of fall semester in fall)

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Vice President for Academic Affairs	Date
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7. Academic Dean and UTPC communicate to the Candidate who is continuing on the faculty, as well as to Dept. Tenure Committee, any areas of concern and suggestions for improvement  
Deadline: By the end of the academic year (by end of fall semester in fall).

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Dean	Date
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Chair, UTPC	Date
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