

2008-09 HERFF COLLEGE OF ENGINEERING TENURE AND PROMOTION DEADLINES

Step	Responsibility	Action	Deadline
1	Department Chair	Appoint/Elect Chair of incoming Department T&P Committee	April 1
2	Candidate	Notify Department Chair of intent to apply for Tenure and/or Promotion and provide list of suggested external reviewers	April 1
3	Department T&P Committee Chair	Independently develops a list of potential external reviewers.	April 15
4	Department Chair	In consultation with Department T&P Chair, finalize list of reviewers and solicit their agreement to review the candidate's materials.	May 1
5	Candidate	Assembles examples of scholarly work and vitae to submit to external reviewers.	May 15
6	Department Chair or T&P Committee Chair	Send cover letter, candidate's materials, and Department T&P Guidelines (criteria) to reviewers.	June 1
7	Department Chair	Submit names of departmental candidates applying for tenure and/or promotion to the dean	August 22
8	Dean	Submit listing of all faculty applying for tenure and/or promotion to the provost.	August, 29
9	Candidate	Complete dossier and supporting materials (following current Faculty Handbook guidelines); submit to Department Chair.	September 1
10	Department Chair	Collect all materials (candidate's dossier, add external review letters and materials describing reviewers credentials, etc. and curriculum vitae); Submit to Department T&P Committee.	September 15
11	Department T&P Committee Chair	Schedule and lead Department T&P Committee review meetings; draft committee recommendation for member review; finalize; submit Committee recommendation with all materials to Department Chair.	September 24
12	Department Chair	Review candidate's dossier and provide recommendation to Dean's Office, who will forward to College Committee.	October 3
13	College T&P Committee Chair	Schedule and lead College T&P Committee review meetings; draft committee recommendation for member review; finalize; submit Committee recommendation with all materials to Dean.	November 3
14	Dean	Required documents from the candidates' dossiers and recommendations of Departmental Chairs, Department Committees, College Committees, and Deans submitted to the Provost.	November 24
15	Provost	Candidates notified of the Provost's recommendations. Provost's recommendations forwarded to the President for review.	January 26
16	Candidate	Candidates receiving a negative recommendation from the Provost must contact the Chair of the Appeals Committee if they intend to appeal the recommendation.	February 17
17	Appeals Committee	Recommendations by the Appeals Committee are forwarded to the President for review. Candidates will be notified of the President's Recommendation	April 1

See also University calendar at <http://academics.memphis.edu/provost/>

HERFF COLLEGE OF ENGINEERING REAPPOINTMENT REVIEW PROCEDURES

Step	Responsibility	Action	Due Date*
1	Candidate	Complete curriculum vitae and supporting materials (following current Faculty Handbook guidelines); submit to Department Chair, who will forward to Department T&P Committee.	February 15
2	Department T&P Committee Chair	Schedule and lead Department T&P Committee review meetings; draft committee recommendation for member review; finalize; submit Committee recommendation with all materials to Department Chair.	March 1
3	Department Chair	Review candidate's dossier and provide recommendation to Dean's Office.	March 15

*Note: Monday will be the due day for dates that fall on a weekend.

HERFF COLLEGE OF ENGINEERING MID-PROBATIONARY REVIEW PROCEDURES

Step	Responsibility	Action	Due Date*
1	Candidate	Complete dossier and supporting materials (following current Faculty Handbook guidelines); submit to Department Chair, who will forward to Department Committee.	February 15
2	Department T&P Committee Chair	Schedule and lead Department T&P Committee review meetings; draft committee recommendation for member review; finalize; submit Committee recommendation with all materials to Department Chair.	March 1
3	Department Chair	Review candidate's dossier and provide recommendation to Dean's Office, who will forward to College Committee.	March 15
4	College T&P Committee Chair	Schedule and lead College T&P Committee review meetings; draft committee recommendation for member review; finalize; submit Committee recommendation with all materials to Dean.	March 30

*Note: Monday will be the due day for dates that fall on a weekend.