

Mason Gross School of the Arts
Suggested Timeline for Tenure and Promotion on Tenure-Track Lines

Note: Each department may set its own schedule. Each faculty member should check with their department chair/director well in advance of the promotion review to confirm the timeline.

Tenure and Promotion to the Rank of Associate Professor and Above

Date	Steps in the promotion review process
No later than April 1	Faculty member discusses potential external reviewers with department chair/director, including people who should be excluded from serving as reviewer.
April 1	<ul style="list-style-type: none"> ○ Department chair/director sends 30-day letter notifying faculty member that the promotion review will commence on May 1. ○ Faculty member submits drafts of personal statement, CV, and any other materials on which they want feedback to the department chair/director and associate dean for academic affairs.
April 1–May 1	<ul style="list-style-type: none"> ○ Department chair/director confirms selection of external reviewers with the dean. ○ Department chair/director sends requests for letters to external reviewers.
May 1	Faculty member submits the final version of the personal statement, CV, and supporting materials to the department chair/director, so that they can be distributed to external reviewers.
May	Department chair/director sends materials to external reviewers
August 1	Faculty member submits drafts of the Form 1b and Appendix H to the department chair/director.
August 15	External reviewers submit their letters.
September 1	<p>Faculty member submits final version of all forms, appendices, personal statement, CV, and supporting materials.</p> <ul style="list-style-type: none"> ○ Most cases use the same personal statement for the external reviewers and the full university review. In the rare instance that the candidate wishes to submit two different personal statements, both must be included in the final packet submission and clearly labeled.
September–June	Review by department, school A&P committee, dean, PRC, and Board of Governors. If successful, the promotion is effective July 1.

Tenure-Track Reappointment

Date	Steps in the promotion review process
August 1	<ul style="list-style-type: none">○ Department chair/director sends 30-day letter notifying faculty member that the promotion review will commence on September 1.○ Faculty member submits drafts of personal statement, CV, Form 1b, Appendix H, and any other materials on which they want feedback to the department chair/director and associate dean for academic affairs.
September 1	Faculty member submits final version of all forms, appendices, personal statement, CV, and supporting materials.
September–June	Review by department, school A&P committee, and dean.