



## APPENDIX K

### TENURE TIMELINE

*Exception: If a timeline date falls on a holiday, break day, or weekend, the timeline date shall be the immediate business day prior.*

TIMELINE	ACTION
By May 1 of third contract year	Faculty member notifies College of intent to apply for tenure during the Fall Term of his fourth year.
By October 1	Faculty member submits <i>Application for Tenure (Continuing Contract) and Authorization of Tenure Committee to Review Limited Access File</i> form.
By January 10	Faculty member submits portfolio to immediate supervising dean.
By February 15	Campus Tenure Committee makes recommendation to campus president.
By February 20	<p>If approved, recommendation of campus tenure committee goes to college tenure committee.</p> <p>The campus president or designee provides written notice to the faculty member that his or her name is or is not being submitted to the College-wide committee for tenure.</p>
By March 15	The campus president informs applicable faculty members in writing of intent <u>not</u> to renew their contracts for the following year (this deadline pertains to all faculty).
By April 1	College-Wide Tenure Committee makes recommendation to vice president for academic affairs.
By April 15	Vice president makes recommendation to college president.
Before MAY BOT meeting	<p>The College president recommends to the BOT.</p> <p>The campus president or designee provides written notice to the faculty member that his or her name is or is not being submitted to the BOT for tenure.</p>
By May BOT meeting	Tenure approval.
By week after BOT meeting	College president informs each candidate in writing of the BOT's decision.