

Faculty Tenure Deadlines for Fall Hires, 2009-10

Date	Responsible Person/Committee	Action
October 1, 2009	University President	Notifies all fifth-year probationary faculty (Fall hires only) that they have until December 31, 2009 to apply for tenure.
December 31, 2009*	Faculty Applicant	<ol style="list-style-type: none"> 1) Submit letter requesting tenure, including a statement of the reasons why he/she believes tenure should be granted, to the University President. 2) Submits tenure materials with a copy of his/her letter to the University President requesting tenure to the Department Chair.
February 15, 2010	Department Chairperson	Submits NINE copies of the following to the Chair (to be determined) of the University Promotion and Tenure Committee. <ol style="list-style-type: none"> 1) Each candidate's tenure application (spiral bound, left margin); 2) Chair's recommendation; 3) Departmental Committee's recommendation
February 15, 2010	Department Chairperson	Submits ONE copy of the above materials to the Provost's Office.
February 15, 2010	Department Chairperson	Submits ONE copy of all other tenure supporting materials (in ring binders if possible) to the Chair (to be determined) of the University Promotion and Tenure Committee.
April 1, 2010	University Promotion and Tenure Committee Chairperson	Submits University Promotion and Tenure Committee's recommendations for applicants with Fall anniversary dates to Provost and to the APSCUF-MU President.
April 1, 2010	University Promotion and Tenure Committee Chairperson	Notifies tenure applicants of Committee's recommendation.
May 31, 2010	University President	Notifies tenure applicants of President's tenure decision.

*If any deadline falls on a weekend or holiday, then the deadline is the end of the next business day.

NOTE: This document provided as a reference for dates only, and is not a substitute for the 2007-2011 Collective Bargaining Agreement, Article 15, and the University Governance and Policies Statement on Tenure, which should be consulted for detailed information on tenure policies and procedures.

The Governance and Policies Statement on Tenure is available at

<http://www.millersville.edu/about/administration/policies/pdf/faculty/Tenure%20Statement.pdf>

Definitions:

- 1) *Tenure materials* constitute TEN (10) copies of the *tenure application packet* (spiral bound) and ONE (1) copy of *supporting materials*.
- 2) The *tenure application packet* includes the following: tenure application form, curriculum vitae, student evaluation printouts, classroom observations (when applicable), and recent reappointment letters.
- 3) *Supporting materials* consist of materials and information that support information provided in the application packet. Include in a ring binder if possible.

Revised May 2009

Faculty Tenure Deadlines for January Hires, 2009-10

Date	Responsible Person/Committee	Action
February 1, 2009*	University President	Notifies all fifth-year probationary faculty (January hires only) that they have until May 1, 2009 to apply for tenure.
May 1, 2009	Faculty Applicant	<ol style="list-style-type: none"> 3) Submit letter requesting tenure, including a statement of the reasons why he/she believes tenure should be granted, to the University President. 4) Submits tenure materials with a copy of his/her letter to the University President requesting tenure to the Department Chair.
October 1, 2009	Department Chairperson	<p>Submits NINE copies of the following to the Chair (to be determined) of the University Promotion and Tenure Committee.</p> <ol style="list-style-type: none"> 1) Each candidate's tenure application (spiral bound, left margin); 4) Chair's recommendation; 5) Departmental Committee's recommendation
October 1, 2009	Department Chairperson	Submits ONE copy of the above materials to the Provost's Office.
October 1, 2009	Department Chairperson	Submits ONE copy of all other tenure supporting materials (in ring binders if possible) to the Chair (to be determined) of the University Promotion and Tenure Committee.
November 1, 2009*	University Promotion and Tenure Committee Chairperson	Submits University Promotion and Tenure Committee's recommendations for applicants with January anniversary dates to Provost and to the APSCUF-MU President.
November 1, 2009*	University Promotion and Tenure Committee Chairperson	Notifies tenure applicants of committee's recommendation.
December 31, 2009*	University President	Notifies tenure applicants of President's tenure decision.

*If any deadline falls on a weekend or holiday, then the deadline is the end of the next business day.

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