***Faculty Tenure Deadlines for Fall Hires***

NOTE: This document is provided as a reference for dates only, and is not a substitute for the current [Collective Bargaining Agreement](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf), Article 15, and the University Governance and Policies [Tenure Statement](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements/SitePages/Tenure-State.aspx), which should be consulted for detailed information on tenure policies and procedures.

Per CBA Article 31.H, “All contractual deadlines that occur on a Saturday, Sunday or any day when the UNIVERSITY’s administrative offices are closed shall be extended to the next regular business day.”

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| **Date** | **Responsible** | **Action** |
| October 1st | University President | Notifies all fifth-year probationary faculty (Fall hires only) that they have until December 31st to apply for tenure. |
| December 31st | Faculty Applicant | Uploads .pdf file of the following to Interfolio (routes to the University President):   * *Letter requesting tenure*, including a statement of the reasons why applicant believes tenure should be granted. |
| Uploads .pdf files of the following to Interfolio (routes to Department Chairperson and Department Evaluation Committee):   * *Letter to the University President requesting tenure;* * *Tenure application packet*, which includes the tenure application form, curriculum vitae, all student evaluations (including Fall) and interpretations thereof, course syllabi, examinations and other assignments, annual evaluations by the DEC and chairperson, peer and chair classroom observation reports, assessment of the quality of your academic advisement, evidence of student achievements resulting from your instruction/guidance, and recent reappointment letters; * *Supporting materials*, consisting of materials and information that support the information provided in the application packet. |
| February 15th | Department Evaluation Committee Chairperson | Uploads .pdf files of the following to Interfolio (routes to Dean):   * *Departmental Committee’s recommendation* |
| Department Chairperson | Uploads .pdf files of the following to Interfolio (routes to Dean):   * *Department Chairperson’s recommendation* |
| March 8th | Dean | Uploads .pdf file of the following to Interfolio (complete application routes to UPTC and Provost):   * *Dean’s recommendation* |
| April 21st | University Promotion and Tenure Committee Chairperson | Uploads .pdf files of the following to Interfolio (routes to Faculty Applicant, Provost and APSCUF-MU President)   * *University Promotion and Tenure Committee’s recommendation letters for applicants* |
| May 31st | University President | Notifies tenure applicants of President’s tenure decision by letter. |

***Faculty Tenure Deadlines for January/Spring Hires***

NOTE: This document is provided as a reference for dates only, and is not a substitute for the current [Collective Bargaining Agreement](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf), Article 15, and the University Governance and Policies [Tenure Statement](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements/SitePages/Tenure-State.aspx), which should be consulted for detailed information on tenure policies and procedures.

Per CBA Article 31.H, “All contractual deadlines that occur on a Saturday, Sunday or any day when the UNIVERSITY’s administrative offices are closed shall be extended to the next regular business day.”

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| **Date\*** | **Responsible** | **Action** |
| February 1st | University President | Notifies all fifth-year probationary faculty (January hires only) that they have until May 1st to apply for tenure. |
| May 1st | Faculty Applicant | Uploads .pdf file of the following to Interfolio (routes to the University President):   * *Letter requesting tenure*, including a statement of the reasons why applicant believes tenure should be granted. |
| Uploads .pdf files of the following to Interfolio (routes to Department Chairperson and Department Evaluation Committee):   * *Letter to the University President requesting tenure;* * *Tenure application packet*, which includes the tenure application form, curriculum vitae, all student evaluations and interpretations thereof, course syllabi, examinations and other assignments, annual evaluations by the DEC and chairperson, peer and chair classroom observation reports, assessment of the quality of your academic advisement, evidence of student achievements resulting from your instruction/guidance, and recent reappointment letters; * *Supporting materials*, consisting of materials and information that support the information provided in the application packet. |
| May 31st | Faculty Applicant | Uploads .pdf file of the following to Interfolio (routes to Dean):   * *Faculty Applicant’s student evaluation printouts from the most recent Spring semester* |
| October 1st | Department Evaluation Committee Chairperson | Uploads .pdf files of the following to Interfolio (routes to Dean):   * *Departmental Committee’s recommendation* |
| Department Chairperson | Uploads .pdf files of the following to Interfolio (routes to Dean):   * *Department Chairperson’s recommendation* |
| October 21st | Dean | Uploads .pdf file of the following to Interfolio (complete application routes to UPTC and Provost):   * *Dean’s recommendation* |
| November 21st | University Promotion and Tenure Committee Chairperson | Uploads .pdf files of the following to Interfolio (routes to Faculty Applicant, Provost and APSCUF-MU President)   * *University Promotion and Tenure Committee’s recommendation letters for applicants* |
| December 31st | University President | Notifies tenure applicants of President’s tenure decision by letter. |