

Faculty Tenure Deadlines for Fall Hires, 2020–21

NOTE: This document is provided as a reference for dates only, and is not a substitute for the current [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.

Date	Responsible	Action
Thursday, October 1, 2020	University President	Notifies all fifth-year probationary faculty (Fall hires only) that they have until January 4, 2021* to apply for tenure. Provost’s Office System Administrator will create cases for faculty applicants.
Monday, January 4, 2021*	Faculty Applicant	Uploads .pdf file of the following to Interfolio (routes to the University President): <ul style="list-style-type: none"> • <i>Letter requesting tenure</i>, 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): <ul style="list-style-type: none"> • <i>Letter to the University President requesting tenure;</i> • <i>Tenure application packet</i>, which includes the tenure application form, curriculum vitae, all student evaluation printouts, classroom observations (when applicable), and recent reappointment letters; • <i>Supporting materials</i>, consisting of materials and information that support the information provided in the application packet.
Monday, February 15, 2021	Faculty Applicant	Uploads .pdf file of the following to Interfolio (routes to Dean): <ul style="list-style-type: none"> • <i>Student evaluation printouts from the most recent Fall semester</i>
	Department Evaluation Committee Chairperson	Uploads .pdf files of the following to Interfolio (routes to Dean): <ul style="list-style-type: none"> • <i>Departmental Committee’s recommendation</i>
	Department Chairperson	Uploads .pdf files of the following to Interfolio (routes to Dean): <ul style="list-style-type: none"> • <i>Department Chairperson’s recommendation</i>
Monday, March 8, 2021	Dean	Uploads .pdf file of the following to Interfolio (complete application routes to UPTC and Provost): <ul style="list-style-type: none"> • <i>Dean’s recommendation</i>
Thursday, April 1, 2021	University Promotion and Tenure Committee Chairperson	Uploads .pdf files of the following to Interfolio (routes to Faculty Applicant, Provost and APSCUF-MU President) <ul style="list-style-type: none"> • <i>University Promotion and Tenure Committee’s recommendation letters for applicants</i>
Tuesday, June 1, 2021	University President	Notifies tenure applicants of President’s tenure decision by letter .

*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.” All dates given in this document are for the next regular business day.

Revised September 23, 2020

Faculty Tenure Deadlines for January Hires, 2020–21

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Date*	Responsible	Action
Monday, February 1, 2021	University President	Notifies all fifth-year probationary faculty (January hires only) that they have until May 1, 2021 to apply for tenure. Provost’s Office System Administrator will create cases for faculty applicants.
Monday, May 3, 2021*	Faculty Applicant	Uploads .pdf file of the following to Interfolio (routes to the University President): <ul style="list-style-type: none"> • <i>Letter requesting tenure</i>, 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): <ul style="list-style-type: none"> • <i>Letter to the University President requesting tenure;</i> • <i>Tenure application packet</i>, which includes the tenure application form, curriculum vitae, all student evaluation printouts, classroom observations (when applicable), and recent reappointment letters; • <i>Supporting materials</i>, consisting of materials and information that support the information provided in the application packet.
Friday, October 1, 2021	Faculty Applicant	Uploads .pdf file of the following to Interfolio (routes to Dean): <ul style="list-style-type: none"> • <i>Faculty Applicant’s student evaluation printouts from the most recent Fall semester</i>
	Department Evaluation Committee Chairperson	Uploads .pdf files of the following to Interfolio (routes to Dean): <ul style="list-style-type: none"> • <i>Departmental Committee’s recommendation</i>
	Department Chairperson	Uploads .pdf files of the following to Interfolio (routes to Dean): <ul style="list-style-type: none"> • <i>Department Chairperson’s recommendation</i>
Thursday, October 21, 2021	Dean	Uploads .pdf file of the following to Interfolio (complete application routes to UPTC and Provost): <ul style="list-style-type: none"> • <i>Dean’s recommendation</i>
Monday, November 1, 2021	University Promotion and Tenure Committee Chairperson	Uploads .pdf files of the following to Interfolio (routes to Faculty Applicant, Provost and APSCUF-MU President) <ul style="list-style-type: none"> • <i>University Promotion and Tenure Committee’s recommendation letters for applicants</i>
Monday, January 3, 2022*	University President	Notifies tenure applicants of President’s tenure decision by letter .

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