***Faculty Tenure Deadlines for Fall Hires, 2022-23***

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](https://www.millersville.edu/about/administration/policies/pdf/faculty/tenure-statement.pdf) Statement, which should be consulted for detailed information on tenure policies and procedures. Dates added per the Tenure Statement revised as of 9/3/21 are in **blue font.**

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| **Date** | **Responsible** | **Action** |
| Monday, October 3, 2022\* | University President | Notifies all fifth-year probationary faculty (Fall hires only) that they have until January 2, 2023\* to apply for tenure. |
| Monday, January 2, 2023\* | 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 evaluation printouts, classroom observations (when applicable), and recent reappointment letters; * *Supporting materials*, consisting of materials and information that support the information provided in the application packet. |
| Wednesday, February 15, 2023 | Faculty Applicant | Uploads .pdf file of the following to Interfolio (routes to Dean):   * *Student evaluation printouts from the most recent Fall semester* |
| 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* |
| Wednesday, March 8, 2023 | Dean | Uploads .pdf file of the following to Interfolio (complete application routes to UPTC and Provost):   * *Dean’s recommendation* |
| Friday, April 21, 2023 | 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* |
| Wednesday, May 31, 2023 | University President | Notifies tenure applicants of President’s tenure decision by letter. |

***Faculty Tenure Deadlines for January Hires, 2022-23***

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| **Date\*** | **Responsible** | **Action** |
| Wednesday, February 1, 2023 | University President | Notifies all fifth-year probationary faculty (January hires only) that they have until May 1, 2023 to apply for tenure. |
| Monday, May 1, 2023 | 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 evaluation printouts, classroom observations (when applicable), and recent reappointment letters; * *Supporting materials*, consisting of materials and information that support the information provided in the application packet. |
| Monday, October 2, 2023\* | Faculty Applicant | Uploads .pdf file of the following to Interfolio (routes to Dean):   * *Faculty Applicant’s student evaluation printouts from the most recent Fall semester* |
| 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* |
| Monday, October 23, 2023 | Dean | Uploads .pdf file of the following to Interfolio (complete application routes to UPTC and Provost):   * *Dean’s recommendation* |
| Wednesday, November 1, 2023 | 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* |
| Tuesday, January 2, 2024\* | University President | Notifies tenure applicants of President’s tenure decision by letter. |