

**Procedure and Criteria for Renewal of Appointment,  
Promotion, and Tenure, and Merit for Group I Faculty  
Applied Sciences & Professions (ASP) Division  
Ohio University – Chillicothe**

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**I. Faculty Handbook**

The *Ohio University Faculty Handbook* will govern the renewal of appointment process and the promotion and tenure process. Each faculty member should be aware of the policy and procedures that is expressed in applicable sections of the *Ohio University Faculty Handbook*.

**II. Committees and Their Composition**

**A. Promotion and Tenure Committee for Group I**

The Applied Sciences and Professions (ASP) Promotion and Tenure committee will be a committee of the whole which includes all tenured Group I faculty from the ASP division. If there are fewer than five eligible faculty members within the division, an eligible member from outside the division or from another Ohio University campus will be selected by the Division Coordinator. Preference will be given to a faculty member specific to the discipline of the candidate. Voting members must be at or above the rank for which the candidate is being considered. The Division Coordinator will appoint the Chair to this committee by the first day of Fall semester.

A promotion committee for faculty seeking promotion to full professor may require soliciting faculty of equivalent rank from other divisions or campuses of Ohio University. The Division Coordinator will make the appropriate appointments to constitute a promotion committee of at least five eligible faculty for a candidate seeking promotion to full professor.

For faculty members seeking promotion, they are not considered eligible faculty members on the ASP Promotion and Tenure committee for their application for promotion. They will not be permitted to participate in any of the deliberations nor vote on any of the recommendations pertaining to their application for promotion. They will be eligible for all other considerations before the ASP Promotion and Tenure committee.

**B. Annual Review Committee for Group I**

The Applied Sciences and Professions (ASP) Annual Review committee will be a sub-committee of the ASP Promotion and Tenure committee. The purpose of this ASP Annual Review committee is to evaluate Group I faculty for merit consideration. This ASP Annual Review committee will be three Group I faculty (all tenured). The Division Coordinator will appoint the membership and the Chair to this ASP Annual Review committee by the first day of Fall semester.

### **III. Procedures for Recommendations for Renewal and Promotion and Tenure.**

Annually, the ASP Promotion and Tenure committee will evaluate all eligible tenure-track (probationary) Group I faculty for renewal. On an as-requested basis, the ASP Promotion and Tenure committee of the ASP division will evaluate all eligible tenured Group I faculty for promotion. All evaluations for tenure-track (probationary) Group I and tenured Group I seeking promotion must result in recommendations forwarded to the ASP Division Coordinator. The ASP Division Coordinator will issue a final letter of evaluation to the tenure-track (probationary) Group I faculty member regarding renewal or non-renewal and a copy to the Campus Dean. The ASP Division Coordinator will issue a final letter of evaluation to the tenured Group I faculty member seeking promotion regarding recommendation or non-recommendation for promotion and a copy to the Campus Dean.

#### **A. Procedure for Renewal of Appointment**

This section applies to tenure-track (probationary) Group I faculty in the ASP division. The materials to be used for this evaluation will include the annual Faculty Self-Evaluation submission as requested by the Campus Dean (see Appendix A).

For tenure-track (probationary) Group I faculty, the Faculty Self-Evaluation submission will be evaluated for alignment with division rubrics (see Appendix B) and promotion and tenure criteria (see Part IV.A of this document). Additional materials can be supplied by the faculty member being evaluated. For tenure-track (probationary) Group I faculty requiring a Third Year Review, refer to III.B of this document, as evaluation of Third Year Review dossier is an acceptable submission for renewal consideration for that year (alleviating the need to submit the annual Faculty Self-Evaluation).

For tenure-track (probationary) Group I faculty, the ASP Promotion and Tenure committee (see Part II.A of this document) will provide the initial evaluation of the faculty member's materials to the Division Coordinator. The Division Coordinator will provide a letter summarizing the evaluation for renewal or non-renewal and copy to the Campus Dean.

Timelines for notifications on renewal of contracts must adhere to the *Ohio University Faculty Handbook*, in particular, Section II.D.3.

#### **B. Procedure for Third Year Review of Probationary Faculty**

This section applies to tenure-track (probationary) Group I faculty in the ASP division. All tenure-track (probationary) Group I faculty will be informed by their Division Coordinator in writing at the beginning of their fourth year of service of their requirement to submit materials (a dossier) for a Third Year Review.

The dossier to be submitted must be compiled using the Format for Promotion and Tenure Dossier document established by Regional Higher Education (RHE). External reviewers and letters are not required for the Third Year Review.

The RHE Format for Promotion and Tenure Dossier document is available at:

<http://www.ouorc.ohio.edu/development/index.htm>

More specifically at:

[http://www.ouorc.ohio.edu/docs/RHE\\_Format\\_Promotion\\_and\\_Tenure\\_Dossier.pdf](http://www.ouorc.ohio.edu/docs/RHE_Format_Promotion_and_Tenure_Dossier.pdf)

The faculty member's dossier will be reviewed by the ASP Promotion and Tenure committee and the Division Coordinator. The Campus Dean may also request to review any Third Year Review dossier. The faculty member is responsible for the dossier's content, presentation, and submission. Submission of a Third Year Review Dossier must occur by October 20. See Appendix C for Renewal of Appointment, Promotion and Tenure, and Merit Timeline information.

By the last day of Fall semester, the tenure-track (probationary) Group I faculty will receive written feedback from the Division Coordinator that will include a copy of the ASP Promotion and Tenure committee report, a frank and critical letter of the faculty's progress toward tenure and promotion, A copy this written feedback will be sent to the Campus Dean.

### **C. Procedure for Promotion and Tenure**

This section applies to all Group I. For Group I faculty, this section outlines the procedures for promotion and tenure.

#### **1. Group I Faculty**

This sub-section III.C.1 applies to tenure-track (probationary) Group I faculty and tenured, Group I faculty in the ASP division. In accordance with the *Ohio University Faculty Handbook*, a tenure date is given in a probationary faculty member's offer letter. Yearly, by September 1, the Division Coordinator will send a request for applications for promotion and/or tenure to the ASP faculty. A faculty member requesting consideration for promotion and/or tenure must notify the Division Coordinator in writing by September 15.

For all Group I faculty seeking promotion and/or tenure, the faculty member must provide the ASP Promotion and Tenure committee Chair by September 25 a list of four potential external reviewers for review of *Section V: Scholarship and Creative Activity* of the faculty member's dossier (per RHE Format for Promotion and Tenure Dossier document). The ASP Promotion and Tenure committee reserves the right to add external reviewers to the list of those submitted by the faculty member seeking promotion and/or tenure. This list of potential external reviewers must be "scholars in your field who are familiar with your work...and who are not the candidate's

dissertation advisors, former teachers, co-authors, friends, relatives, collaborators, or other persons closely aligned with the candidate.”

For each potential reviewer on the list, the candidate must include the name, address, telephone, and email address along with a “brief biographical summary of the reviewer's accomplishments, appointments, and other pertinent information” that will highlight the reviewer’s academic and professional background.

For all Group I faculty seeking promotion and/or tenure, the faculty member must also provide the ASP Promotion and Tenure committee Chair by September 25 five copies of *Section V: Scholarship and Creative Activity* of the dossier and reprints of publications or other appropriate documentation for creative activities (e.g., on Compact Discs, Flash Drives, DVDs, etc.).

By September 30, the Chair of the ASP Promotion and Tenure committee will send the candidate’s *Section V: Scholarship and Creative Activity* of the dossier and any supporting material to external reviewers. A copy of a sample letter used to solicit external reviewers can be found at:

[http://www.ouorc.ohio.edu/docs/External\\_Reference\\_Solicitation\\_Letter\\_Sample.pdf](http://www.ouorc.ohio.edu/docs/External_Reference_Solicitation_Letter_Sample.pdf)

For all Group I faculty seeking promotion and/or tenure, the ASP Promotion and Tenure committee (see Part II.A of this document) will provide the initial evaluation of the faculty member’s materials in writing to the Division Coordinator by two business days before the last day of Fall Semester. The Division Coordinator will provide a letter to the candidate summarizing their evaluation and decision regarding promotion and tenure by the last day of Fall Semester. A copy of this letter will be sent to the Campus Dean.

#### **IV. Criteria for Promotion, Tenure, and Recommendations for Renewal**

The following criteria are normative. However, an individual may be hired with a specific mission to fulfill; it is also possible that a situation or campus need may arise affecting an individual’s profile. In such cases, the ASP Promotion and Tenure committee may set aside normative criteria and evaluate the individual case in light of campus needs or specific mission. When such a situation arises, appropriate documentation should be produced and provided to the Division Coordinator and the Campus Dean to warrant this special consideration.

##### **A. Criteria for Renewal and Promotion and Tenure of Tenure-Track (Probationary) Faculty**

This section applies to tenure-track (probationary) Group I faculty in the ASP division.

Because the primary mission of Ohio University-Chillicothe is teaching, candidates for tenure should, first and foremost, provide evidence of teaching excellence and should demonstrate acceptable levels of accomplishment in scholarship and in service.

Tenure will be considered in accordance with the policy outlined in the *Ohio University Faculty Handbook*. Although there may be occasional exceptions, it is expected that the award of tenure and promotion to the rank of associate professor will constitute a single recommendation. Since the probationary period is contractually agreed upon by the candidate and administration, it is the general policy of this division to support early tenure only under extraordinary circumstances.

For technical associate degree areas, a master degree will be considered the terminal degree required within the specific discipline.

The following questions should guide the decision-making process of the ASP Promotion and Tenure Committee:

- Has this person demonstrated excellence in teaching?
- Has this person demonstrated significant scholarly activity and professional growth?
- Has the person under consideration been a valuable addition to Ohio University, the Chillicothe campus, and to this ASP division?
- Has the faculty member demonstrated collegial relationships with faculty members within and outside this ASP division?
- Has the faculty member demonstrated a professional relationship with the community constituents?
- What positive impact has the person under consideration had on Ohio University, the Chillicothe campus, and this ASP division since he/she was first employed?
- What is his/her professional demeanor and ethics?
- What is his/her potential contribution for the future?

In performing any annual or promotion evaluation, the ASP Promotion and Tenure committee will consider each individual's performance across three areas: A) teaching; B) scholarly activity and professional growth; and C) university and community service. Representative activities for each area are presented below.

Given the range of possibilities, considerable variability is likely among our faculty. No one is expected to perform every activity in each area, although all faculty may be

reasonably expected to perform certain activities in each area. The weight accorded certain activities and accomplishments may vary in the course of an annual versus promotion evaluation, as well as in promotion evaluations for different ranks.

**1. Evidence of Excellence in teaching may include but is not limited to the following:**

- Teaching effectiveness as evidenced by student evaluations and/or peer review
- Peer evaluation as conducted firsthand by the Division Coordinator or other faculty members.
- Student testimonials (unsolicited letters from former students)
- Collegial esteem (recognition of student preparedness for higher level courses)
- Teaching awards and other recognitions
- Modifying existing courses to incorporate current classroom technologies and distance learning
- Providing active learning opportunities for students through effective use of collaborative group projects, service learning, internships, and other creative pedagogical approaches
- Teaching in continuing education for non-credit; teaching off-campus for credit; providing independent readings courses; developmental education work
- Advising and placement of students
- Revising an existing curriculum/program; developing and implementing new credit and/or non-credit courses
- Interdisciplinary teaching, team teaching, and outside the individual's primary area (i.e. Tier III)
- A Self-Assessment portfolio including sample syllabi and assignments, sample papers or projects with a rationale for how they are evaluated, a statement of teaching philosophy, an explanation of what is unique/commendable in classroom preparedness and activities
- Randomly selected in-depth student interviews to obtain deeper, more representative student feedback than traditional student evaluations afford

- Mentoring of Group II, Group III and non-tenured faculty
- Designing and implementing team-teaching
- Other factors and evidence that the faculty member may consider important in the consideration of effective teaching. The acceptability and weight of such factors will be at the discretion of the committee.

**2. Evidence of Excellence in Scholarly Activity and Professional Growth may include but is not limited to the following:**

- Publication of research or other scholarly efforts that are related to one's discipline, to pedagogy, and/or to service. Such scholarship requires dissemination and peer evaluation.
- Supported research projects and grants
- Papers/presentations related to one's discipline, to pedagogy, and/or to service attending professional meetings, conventions and conferences
- Attending workshops, colloquia, or training sessions related to one's discipline and/or to teaching
- Activities required to secure or to maintain professional certification or licensure
- Course work relevant to the discipline and/or progress toward a terminal degree
- Performing activities related to one's discipline in applied or field settings
- Other factors and evidence that the faculty member may consider important in the consideration of effective teaching. The acceptability and weight of such factors will be at the discretion of the committee.

**3. Excellence in Service to Campus, Profession, and Community may include but is not limited to the following:**

- Active participants on campus, Regional Higher Education (RHE) and University committees; Chairing committees
- Attending and participating in meetings at campus/division/university levels
- Serving as Faculty Senator
- Student recruitment and retention activities

- Active involvement in professional organizations and offices
- Providing expertise to the local community; serving on advisory boards related to one's discipline; leadership positions held
- Participating in University, campus, or student centered extracurricular activities
- Serving on ad hoc committees and "task force" groups; serving on search committees
- Membership and participation in community-based programs, group, and organizations that are related to one's discipline and/or OUC position; leadership positions held
- Evidence of P-12 linkage or collaboration with other educational institutions in our service region
- Other factors and evidence that the faculty member may consider important in the consideration of effective teaching. The acceptability and weight of such factors will be at the discretion of the committee.

## **B. Criteria for Promotion of Group I Faculty**

This section applies to all Group I faculty in the ASP division.

### **Assistant Professor**

Normally, faculty will be hired at the rank of Assistant Professor. In some instances, faculty may be hired at the rank of Instructor. In order to be promoted to the rank of Assistant Professor, the faculty member must show evidence of his or her development as a teacher and demonstrate competence in scholarship and service. Experience should be three to five full years at the Instructor rank. If the applicant exhibits extraordinary achievements in research, scholarship and creative activities, the requirement for a minimum number of years in rank can be overridden. With an earned terminal degree in the academic field, the promotion to Assistant Professor will be automatic. Dependent upon the hiring criteria, the Master's degree or evidence of substantial professional contribution in one's discipline is considered the minimal requirement for promotion to Assistant Professor.

### **Associate Professor**

In order to be considered for promotion to the rank of Associate Professor, one must be acceptable in all areas (teaching, scholarship, and service) at a minimum. In addition, one must show continued growth in his/her teaching field and have demonstrated competence

through excellence in teaching, as well as significant accomplishments in at least one of the other two areas, scholarship or service, with an acceptable level of performance in the third. Experience should be at least five years at Assistant Professor rank.

#### Professor

In order to be considered for promotion to the rank of Professor, one must demonstrate excellence in teaching, evidence of significant achievements in scholarship beyond the university and in service, and have participated with distinction in the leadership of the campus. The doctorate or equivalent terminal degree in the discipline is required for promotion to Professor. Experience should be at least five full years at the Associate rank. If the applicant exhibits extraordinary achievement in scholarship or creative activities, the requirement for a minimum number of years in rank can be overridden by the ASP Promotion and Tenure committee.

### **V. Procedures for Recommendations for Merit.**

Annually, the ASP division will evaluate all eligible Group I faculty for merit. All Group I faculty in the ASP division must submit to the Division Coordinator an annual Faculty Self-Evaluation submission as requested by the Campus Dean (see Appendix A) by October 20.

#### **A. Group I Faculty**

For Group I faculty, the merit evaluation will be conducted by the Annual Review committee for Group I. This merit evaluation will make use of the Group I Evaluation Rubric (see Appendix B).

For Group I faculty, the merit pay allocation is:

Dollar amount awarded will be based on total points earned (placement in a three tier system) and amount available for merit. Faculty in the lower 25% may not receive merit. The top 25% will receive the highest merit percentage as determined and recommended by the Annual Review committee for Group I. Points will be determined using the Group I Evaluation Rubric (see Appendix B).

All of these merit evaluations must result in written recommendations forwarded to the ASP Division Coordinator by two business days before the last day of Fall Semester, The Division Coordinator will issue a final letter to each faculty member describing their merit determination by February 1.

The ASP Division Coordinator will provide a summary of all faculty merit determinations to the Campus Dean by February 1.

**VI. Criteria for Recommendations for Merit**

The criteria for merit for Group I are the same as those outlined for tenure and promotion in section IV of this document and are evaluated using the Group I Evaluation Rubric (see Appendix B).

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**Appendix A – Faculty Self-Evaluation**

**OHIO UNIVERSITY-CHILlicothe  
FACULTY SELF-EVALUATION –2012 AY  
AND  
FACULTY DEVELOPMENT PLAN –2013 AY**

*Due January 11, 2013*

**Name:**

**Division:**

The purpose of this form is to allow faculty to report past academic year's teaching, research, and service accomplishments as well as next academic year's plans in all three areas, in a single, annual report.

Student evaluation scores will be filed with the document by your division coordinator or the dean's office.

Please sign below once you and your division coordinator (or Dean, in the case of the division coordinators) have reviewed the completed document together.

\_\_\_\_\_  
(Faculty Member)

\_\_\_\_\_  
(Division Coordinator)

\_\_\_\_\_  
(Dean)

**PART I – TEACHING AND ADVISING**

- A. New course or program design activities in 2012:
- B. New course or program design activities planned for 2013 and any resources needed:
- C. Major innovations in previously existing courses or programs in 2012:
- D. Major innovations in previously existing courses or programs planned for 2013 and any resources needed:
- E. Other notable achievements in teaching and/or advising in 2012:
- F. Other notable plans for teaching and/or advising in 2013 and any resources needed:

**PART II – RESEARCH/SCHOLARLY ACTIVITY**

- A. Completed research/scholarly activities during 2012:  

List below completed research/scholarly activities during 2012 (including refereed journal articles, proceedings, other professional presentations, conferences attended, professional development workshops, etc.) Please be specific about the nature of activities and when they were undertaken (e.g., data gathered 2012, manuscript planned for submission, 2013).
- B. Planned research/scholarly activities for 2013:  

List below the research/scholarly activities you plan for 2013:
- C. Resources needed:  

List any resources needed to carry out your research/scholarly activities planned for 2013:

**PART III – PROFESSIONAL ACTIVITIES/SERVICE ACTIVITIES**

- A. Professional Activities in 2012 (manuscript reviewing, editorships, leadership position in professional organizations, etc.):
- B. Professional Activities planned for 2013 and any resources needed:
- C. Service Activities (Campus and Community) in 2012 (e.g., committee work, participation in critical events, meeting with practitioners in a formal capacity, volunteering for general community service):
- D. Service Activities planned for 2013 and any resources needed:

**Appendix B – Group I Evaluation Rubric**

\_\_\_\_\_/100 Maximum Points

Name: _____ Date: _____		
Teaching and Advising (50 Maximum Points)	Points Available	Points Awarded
Criteria		
<ul style="list-style-type: none"> <li>○ Teaching and Advising</li> <li>○ Teaching Evaluations (Ex: Exceeds campus average)</li> <li>○ Notable development activities (Ex: Teaching 3000+ level)</li> <li>○ Innovative Teaching (Ex: Using technology; simulations; independent study; experiential learning (internships); conducting workshops, meetings, conferences)</li> <li>○ Teaching new preps (Exceeds one per term)</li> <li>○ Interdisciplinary or Multidisciplinary teaching (Examples must be current/new or a significant update to existing)</li> <li>○ Advising, Office Hours, Placement (Ex: Exceeds campus average office hours of 6 hours per term; new initiatives to advise students; orientations)</li> <li>○ Curriculum/Program development/Revision</li> <li>○ Classroom observation(s)</li> <li>○ Other evidence (Ex: Teaching awards/recognitions)</li> </ul>	<p>30</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p>	<p>30</p>
Total		_____
<p>Note: This area assumes that all faculty are doing well in the area of teaching and advising; therefore, a beginning balance of 30 points is awarded for all. Those who excel will receive additional points up to the maximum amount of 50. The evaluation process is not intended to confront or address potential problems or deficiencies, which would be addressed through currently defined policy and procedures.</p>		

Name: _____ Date: _____		
Scholarship, Creative, and Professional Activities (25 Maximum Points)	Points Available	Points Awarded
Criteria		
<ul style="list-style-type: none"> <li>○ Manuscripts, abstracts of manuscripts submitted</li> <li>○ Manuscripts accepted (Ex: in press)</li> <li>○ Manuscripts published</li> <li>○ Books, monographs, chapters submitted, accepted and/or published</li> <li>○ Poster sessions, creative displays</li> <li>○ Conference Presentations (Ex: Research presentation, workshop presenter, panelist)</li> <li>○ Curriculum/Program development/revision</li> <li>○ Publications submitted, accepted and/or published (Ex: books, chapters)</li> <li>○ Journal Reviewer, editorships of journals, encyclopedias, or books</li> <li>○ Attended conferences, training, workshops, courses for credit; Course work relevant to the discipline and/or progress toward a terminal degree</li> <li>○ Grants (submitted, received)</li> <li>○ Dissertation submitted</li> <li>○ Other Scholarly Activity</li> </ul>	<p>5</p>	
Total		_____
<p>Note: Faculty may receive credit for each incidence (Ex: published two manuscripts in same year 5 points each). Maximum amount of 25 will be awarded.</p>		

Name: _____ Date: _____		
<b>Service: University and Community (25 Maximum Points)</b>	<b>Points Available</b>	<b>Points Awarded</b>
Criteria		
<ul style="list-style-type: none"> <li>○ Membership in Professional Associations (Member 5, Chair +5, Service – Ex: subcommittee) <span style="float: right;">5,10</span></li> <li>○ Professional Service (Ex: Consulting Reports, Grant Reviewer) <span style="float: right;">5</span></li> <li>○ Professional Certification or Licensure <span style="float: right;">5</span></li> <li>○ Books, monographs, chapters submitted, accepted and/or published <span style="float: right;">5</span></li> <li>○ RHE Committee (Member 5, Chair +5) <span style="float: right;">5,10</span></li> <li>○ University Committee (Member 5, Chair +5) <span style="float: right;">5,10</span></li> <li>○ Faculty Senate <span style="float: right;">5</span></li> <li>○ OUC Committee (Member 5, Chair +5 – Ex: P&amp;T Committee); ad hoc committees and “task force” groups; serving on search committees <span style="float: right;">5,10</span></li> <li>○ OUC Student Organization Advisor <span style="float: right;">5</span></li> <li>○ Division/Faculty Meetings Attendance <span style="float: right;">5</span></li> <li>○ Mentoring (Workshops – Ex: Group I Dossier, Grant Writing; Group II Misc. Training) <span style="float: right;">5</span></li> <li>○ University Program Review <span style="float: right;">5</span></li> </ul>		
<b>Total</b>		_____
Note: Faculty may receive multiple credits in an area for each committee served. Maximum amount of 25 will be awarded.		
<b>TOTAL POINTS FOR TEACHING, SCHOLARSHIP, AND SERVICE =</b> _____		

**Appendix C – Renewal of Appointment, Promotion and Tenure, and Merit Timeline**

**Renewal of Appointment and Promotion and Tenure Timeline  
Applied Sciences and Professions (ASP) Division  
Ohio University-Chillicothe**

To assist with determining applicability of deadlines in the timeline below, please refer to the following codes:

- (a) Tenure-Track (Probationary) Group I, (b) Tenured Group I Seeking Promotion,  
(c) All Group I Faculty, (d) All Group II Faculty, (e) All Group IV Faculty

<b><i>Due Date</i></b>	<b><i>Item</i></b>	<b><i>Applicability</i></b>
<i>First Day of Fall Semester</i>	The Division Coordinator will appoint the ASP Annual Review Committee for Group I and a Chair.	(c)
	The Division Coordinator will appoint the Chair to the the ASP Annual Review Committee for Group II and IV.	(d) (e)
<i>September 1</i>	The Division Coordinator will send a reminder to eligible probationary faculty that they are required to submit a full dossier with supporting data to be used in the Third Year Probationary Review. The Regional Campus Format for Promotion and Tenure Dossier is the format to arrange materials.	(a)
	The Division Coordinator will send a request for promotion consideration to the faculty.	(b)
<i>September 15</i>	A faculty member requesting consideration for promotion and/or tenure must notify the Division Coordinator in writing.	(b) (d)
	Tenured faculty eligible for promotion can request letter of evaluation from Division Coordinator by this date, if desired. Division Coordinator will provide letter by February 1 <sup>st</sup> . Probationary faculty receive evaluation letter annually without requesting one on February 1 <sup>st</sup> .	(b)
<i>September 20</i>	The Division Coordinator, after consultation with the ASP Promotion and Tenure Committee, will notify each candidate in writing that they will be considered actively for tenure and/or promotion.	(a) (b)
<i>September 25</i>	The faculty member seeking promotion and/or tenure must provide a list of four potential external reviewers and must provide the ASP Promotion and Tenure committee Chair or a designee five copies of <i>Section V: Scholarship and Creative Activity</i> of the dossier and reprints of publications or other appropriate documentation for creative activities (e.g., Compact Discs, Flash Drives, DVDs, etc.). See Section III.C of this document for more detail.	(a) (b)
	The faculty member must provide the ASP Promotion and Tenure	(a) (b)

<b>Due Date</b>	<b>Item</b>	<b>Applicability</b>
	committee Chair or a designee five copies of <i>Section V: Scholarship and Creative Activity</i> of the dossier and reprints of publications or other appropriate documentation for creative activities, such as CDs.	
<i>September 30</i>	The ASP Promotion and Tenure committee will send the candidate's <i>Section V</i> and any supporting material to external reviewers.	(a) (b)
<i>October 20</i>	All promotion and tenure dossiers and Third Year Probationary Review dossiers will be submitted to the Division Coordinator. All probationary faculty who are not considered for promotion and tenure or Third Year Probationary Review will submit to the Division Coordinator a summary containing a self-assessment of progress toward promotion and tenure.	(a) (b)
	The ASP Promotion and Tenure committee should receive the external reviewers' letters.	(a) (b)
	All ASP faculty should submit the annual Faculty Self-Evaluation submission as requested by the Campus Dean (see Appendix A).	(c) (d) (e)
<i>Two Business Days Before the Last Day of Fall Semester</i>	All ASP Promotion and Tenure committee decisions regarding promotion and tenure and the Third Year Probationary Review shall be submitted in writing to the Division Coordinator.	(a) (b)
	All ASP Annual Review Committee for Group I Faculty decisions regarding merit shall be submitted in writing to the Division Coordinator.	(c)
	All ASP Annual Review Committee for Group II and IV Faculty decisions regarding merit shall be submitted in writing to the Division Coordinator.	(d) (e)
<i>Last Day of Fall Semester</i>	The Division Coordinator shall notify the faculty member in writing of the ASP Promotion and Tenure committee's recommendations, as well as, the Division Coordinator's recommendations for promotion and/or tenure and Third Year Probationary Review.	(a) (b)
<i>First Day of Spring Semester</i>	Promotion and Tenure dossiers recommended for promotion and/or tenure by the ASP Promotion and Tenure committee and the Division Coordinator are forwarded to the Dean.	(a) (b)
<i>February 1</i>	The Division Coordinator will provide tenure-track (probationary) Group I faculty with annual letter of evaluation regarding progress toward promotion and tenure.	(a)
	The Division Coordinator will provide Group II faculty and Group IV faculty with annual letter of evaluation.	(d) (e)
	The Division Coordinator will provide all faculty a final letter describing their merit determination	(c) (d) (e)