

**MARQUETTE UNIVERSITY**  
**Office of the Provost**  
**MEMORANDUM**

TO: Academic Deans and Department Chairs

FROM: Dr. Daniel Myers, Provost (Signed)

DATE: June 20, 2016

SUBJECT: Promotion and Tenure Calendar Deadlines for 2016-2017

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Promotion and tenure are critical to the future of this University. Tenure in particular represents an investment by the University in its faculty and constitutes a property right once conferred upon a faculty member. It is imperative that promotion and tenure be marked by close attention to substance and process. This document contains the Promotion and Tenure deadlines for those who will be considered for promotion and /or tenure in 2016-2017.

Academic units will annually review their written Promotion and Tenure standards and procedures for both professor and associate professor. The standards should encompass all the elements that are taken into consideration when Promotion and/or Tenure decisions are made. There should be no *de facto* or unwritten standards used in evaluating candidates. All criteria that enter into the decision-making process should be clearly spelled out in the department and/or college/school official document. Additionally, it would be helpful to address the standards that are used to determine Promotion and Tenure decisions for those who are not time bound.

**Deans or department chairs must provide a copy of the units Promotion and Tenure document to persons on the department and college promotion and tenure review committee(s) and to each candidate who will be considered for promotion and/or tenure in 2016-2017.**

**Instructions for the Promotion and Tenure Process for Regular Faculty, Instructions for Promotion of Participating Faculty and Emeritus, and Instructions on Hiring at Advanced Rank are located at: [Promotion and Tenure Guidelines](#)**

**Promotion and Tenure Calendar Deadlines for 2016-2017**

**A. REGULAR FACULTY**

- July 1:** Names of college or area promotion and tenure committee chairs have been submitted by the Deans and confirmed by the Office of the Provost (attn. Dale Kaser).
- July 6:** Forward the preliminary list of candidates to be considered for promotion to associate or full professor and/or tenure to the Office of the Provost (attn. Dale Kaser). Office of Provost will ensure SharePoint folders are available for department use by July 7. (Dossiers should be completed and uploaded to your department's SharePoint folder before September 30.)
- October 3:** Present (electronically) to college or school promotion and tenure committees the dossier of any regular faculty to be considered for promotion to associate or full professor and/or tenure.\*
- October 17:** Forward the final list of candidates to be considered for promotion to associate or full professor and/or tenure to the Office of the Provost

(attn. Dale Kaser).

**October 31:** Submit **original** copy of complete dossier for each regular faculty candidate to the Office of the Provost (attn. Dale Kaser). Access to SharePoint site will be removed for college/area/department review. Submit all published works of candidate to reserve desk of Raynor Memorial Libraries (no later than November 3). Any dossiers that your committee has decided *not* to put forward should be removed from the SharePoint site before this date.

**November 4:** Members of the University Promotion and Tenure Committee will be given access to the electronic dossiers of faculty being considered for promotion and/or tenure.

**December 2&3 UNIVERSITY PROMOTION AND TENURE COMMITTEE MEETS TO REVIEW REGULAR FACULTY CASES**

**B. PARTICIPATING FACULTY**

**November 1:** Forward the list of participating faculty candidates to be reviewed for promotion to the Office of the Provost (attn. Dale Kaser). Office of Provost will ensure SharePoint folders are available for department use by November 4. (Dossiers should be complete and uploaded to your department's SharePoint folder before November 14.)

**November 15:** Present (electronically) to college/school promotion and tenure committees the dossier of faculty to be considered for promotion to full-time participating rank.\*

**December 16:** Submit **original** copy of complete dossier with recommendations for promotion to all ranks of **Participating Faculty** (includes Artistic, Adjunct, Clinical, Legal Writing, and Research categories) to the Office of the Provost (attn. Dale Kaser). Access to SharePoint site will be removed for college/area/department review.

**C. EMERITUS**

**January 6:** Forward the list of emeritus faculty candidates to be reviewed for promotion to the Office of the Provost (attn. Dale Kaser). Office of Provost will ensure SharePoint folders are available for department by January 9. (Dossiers should be complete and uploaded to your department's SharePoint folder before January 20.)

**January 23:** Present (electronically) to college/school promotion and tenure committees the dossier of anyone to be considered for Emeritus rank.\*

**February 17:** Submit **original** copy of the complete dossier of each candidate under consideration for Emeritus status to the Office of the Provost (attn. Dale Kaser). Access to SharePoint site will be removed for college/area/department review.

**February 20:** Members of the University Promotion and Tenure Committee will be given access to the electronic dossiers of faculty being considered for emeritus from the Office of the Provost.

**March 10: UNIVERSITY PROMOTION AND TENURE COMMITTEE MEETS TO CONSIDER EMERITUS CASES**

\*Please check with your college/school office to confirm due date for presenting dossiers