

# MARQUETTE UNIVERSITY

## Office of the Provost

### MEMORANDUM

TO: Academic Deans and Department Chairs

FROM: Dr. Margaret Faut Callahan, Interim Provost (signed)

DATE: June 17, 2015

SUBJECT: Promotion and Tenure Calendar Deadlines for 2015-2016

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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 2015-2016.

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 2015-2016.**

**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 2015-2016**

##### **A. REGULAR FACULTY**

- March 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 1:** 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 6. (Dossiers should be completed and uploaded to your department's SharePoint folder before October 1.)
- October 1:** 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 16:** 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 30:** 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 4&5 UNIVERSITY PROMOTION AND TENURE COMMITTEE MEETS TO REVIEW REGULAR FACULTY CASES**

**B. PARTICIPATING FACULTY**

**November 4:** Forward a 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 5.

**December 18:** 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, but excludes Emeritus) to the Office of the Provost (attn. Dale Kaser).

**C. EMERITUS CASES**

**January 5:** Forward a 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 6. (Dossiers should be complete and uploaded to your department's SharePoint folder before January 25.)

**January 25:** Present (electronically) to college/school promotion and tenure committees the dossier of anyone to be considered for Emeritus rank.\*

**February 15:** 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 17:** 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 11: UNIVERSITY PROMOTION AND TENURE COMMITTEE MEETS TO CONSIDER EMERITUS CASES**

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