MARQUETTE UNIVERSITY
Office of the Provost
MEMORANDUM

TO: Academic Deans and Department Chairs

FROM: Dr. Daniel Myers, Provost

DATE: April 27, 2018

SUBJECT: Promotion and Tenure Calendar Deadlines for 2018-2019

Promotion and tenure are critical to the future of this University. Tenure 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 2018-2019.

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 unit's 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 2018-2019.

Instructions for the Promotion and Tenure Process for Regular Faculty, Instructions for Promotion of Participating and Emeritus Faculty, and Instructions on Hiring at Advanced Rank are located at: Promotion and Tenure Guidelines

Promotion and Tenure Calendar Deadlines for 2018-2019

A. REGULAR FACULTY

June 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. Assistant Provost and Chief of Staff). Office of Provost will ensure SharePoint folders are available for department use by June 4. Dossiers should be completed and uploaded to your department's SharePoint folder before September 28.

October 3: Present (electronically) to local committee (college/school/area promotion and tenure committee) the dossier of any regular faculty to be considered for promotion to associate or full professor and/or tenure. *

October 25: By this date, local committee completes review and Dean will have access to dossier.

November 1: By this date, Dean communicates to candidate their recommendation and recommendation of local committee.

November 5: 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.

November 6: Submit **original** of complete dossier for each regular faculty candidate to the Office of the Provost. Dossier and SharePoint file (section 6.0) should include candidate addendum (if submitted) as response to notification of recommendation from dean for promotion/tenure.
Access to SharePoint site will be removed for college/area/department review. Submit all published books of candidate to reserve desk of Raynor Memorial Libraries (no later than November 7). Any dossiers that your committee has decided *not* to put forward should be removed from the SharePoint site before this date.

November 9: Members of the University Committee on Faculty Promotions and Tenure will be given access to the electronic dossiers of faculty being considered for promotion and/or tenure.

November 30 & December 1 University Committee on Faculty Promotions and Tenure meets to Review Regular Faculty cases (Deans and Department Chairs who have one or more candidates going up for promotion and/or tenure, should hold these dates open to answer questions of the Committee. As soon as the list of candidates is finalized, invitations will be sent).

B. PARTICIPATING FACULTY

November 1: Forward the list of participating faculty candidates to be reviewed for promotion to the Office of the Provost (attn. Assistant Provost and Chief of Staff). Office of Provost will ensure SharePoint folders are available for department use by November 2. 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 17: Submit **original** of complete dossier with recommendations for promotion to all ranks of **Participating Faculty** (includes Artistic, Adjunct, Clinical, Legal Writing, Professor of Practice and Research categories) to the Office of the Provost. Access to SharePoint site will be removed for college/area/department review.

C. EMERITUS

Spring term 2019 retirements (application must be received by December 1, 2018)

December 14: By this date, tenured or full-time participating faculty must submit to their dean a letter requesting promotion to emeritus/emerita status.

January 3: By this date, faculty member shall submit a current and complete curriculum vita to their dean.

February 1: By this date, dean shall forward request and curriculum vitae for faculty requesting emeritus/emerita status with recommendation to grant or deny the promotion to the Office of the Provost (attn. Assistant Provost and Chief of Staff).

Fall term 2019 retirements (application must be received by February 1, 2019)

February 15: By this date, tenured or full-time participating faculty must submit to their dean a letter requesting promotion to emeritus/emerita status.

March 1: By this date, faculty member shall submit a current and complete curriculum vita to their dean.

April 3: By this date, dean shall forward request and curriculum vitae for faculty requesting emeritus/emerita status with recommendation to grant or deny the promotion to the Office of the Provost (attn. Assistant Provost and Chief of Staff).

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