

MARQUETTE UNIVERSITY

Office of the Provost

MEMORANDUM

TO: Academic Deans and Department Chairs
FROM: Kimo Ah Yun, Provost (signed)
DATE: March 12, 2024
SUBJECT: Promotion and Tenure Calendar Deadlines for 2024-2025

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 2024-2025.

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 2024-2025.

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 2024-2025

A. REGULAR FACULTY

- May 23:** 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 the Provost will ensure SharePoint folders are available for department use by June 1. Note, the folder may be used as a repository for dossier preparers but is not for sharing at the department level. Departments should create their own mechanism by which to share documents at the department level.
- August 28:** By this date, dossiers should be complete, shared at the department level, and uploaded to the SharePoint site.
- August 28 - September 16:** During this period, the department, if applicable, should review the dossiers and vote or otherwise complete their work.
- September 19:** 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.

Deans may begin reviewing dossiers at the same time as the local committee; however, they should not discuss the case with anyone until after the local committee has voted on the case and added their letter to the dossier.

- October 2:** By this date, local committee completes their review and adds recommendation to the dossier.
- October 16:** By this date, Dean communicates to each candidate their recommendation and the recommendation of local committee and adds their recommendation to the dossier.
- October 23:** Submit **original** of complete dossier for each regular faculty candidate to the Office of the Provost. 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 October 31). Any dossiers that your committee has decided *not* to put forward should be removed from the SharePoint site before this date.
- October 28:** Final date for addendum to be added to a dossier. A hard copy must be delivered by close of business to the Office of the Provost (Chief of Staff - Cindy Petrites).
- October 28:** Final date by which candidate must notify dean of intent to withdraw dossier from consideration for promotion and/or tenure.
- October 29:** Due date to send final list of candidates to be considered for promotion to associate or full professor and/or tenure to the Office of the Provost.
- October 31:** 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.
- Nov. 29 & Dec. 6:** 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. When the list of candidates is finalized, invitations will be sent).

B. PARTICIPATING FACULTY

- October 16:** 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 the Provost will ensure SharePoint folders are available for department use by October 18. Note, the folder may be used as a repository for dossier preparers but is not for sharing at the department level. Departments should create their own mechanism by which to share documents at the department level.
- October 30:** By this date, dossiers should be complete, shared at the department level, and uploaded to the SharePoint site.
- October 30 - November 5:** During this period, if not earlier, the department, if applicable, should review the dossiers and vote or otherwise complete their work.
- November 8:** Present (electronically) to college/school promotion and tenure committees the dossier of faculty to be considered for promotion to full-time participating rank.

Deans may begin reviewing dossiers at the same time as the local committee; however, they should not discuss the case with anyone until after the local committee has voted on the case and added their letter to the dossier.

- November 19:** By this date, the local committee completes their review and adds recommendation to dossier.
- December 9:** By this date, Dean completes review, communicates to each candidate their recommendation and the recommendation of local committee and adds their recommendation to the dossier.
- December 10:** 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.
- December 12:** Final date for addendum to be added to a dossier. A hard copy must be delivered by close of business to the Office of the Provost (Chief of Staff - Cindy Petrites).

C. EMERITUS

Spring term 2025 retirements (notification of intent to retire must be received by November 15, 2024)

- December 2:** By this date, tenured or full-time participating faculty must submit to their dean a letter requesting promotion to emeritus/emerita status.
- January 2:** By this date, faculty member shall submit a current and complete curriculum vita to their dean.
- February 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).*

Fall term 2025 retirements (notification of intent to retire must be received by Nov. 15, 2024)

- February 3:** By this date, tenured or full-time participating faculty must submit to their dean a letter requesting promotion to emeritus/emerita status.
- March 3:** By this date, faculty member shall submit a current and complete curriculum vita to their dean.
- April 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).

*: All regular faculty receiving a Tenure Buyout are required to retire after the spring term. (See [Tenure Buyout Policy](#) for additional details.)