

PROMOTION AND/OR TENURE
Suggested Timeline for Preparing File

- Pre May 1 Meet with faculty member to review process, file content, etc. Use departmental p/t guidelines, P-T Supplemental Instructions (2 sets: dean and provost), and P-T Cover Sheet from A&S Forms and Documents web page as a guide (<http://artsci.case.edu/forms/>).
- May 31...or sooner Submission of names of **external evaluators, teaching evaluators, and research collaborators** (if any) submitted to dean for consideration / approval. **All names must have dean's approval** before a request for an evaluation is sent. Submit additional names of external evaluators whenever necessary to **maintain balance between candidate/department** suggestions and to assure at least the minimum number and balance of letters in submitted file.
- Also **submit sample letters and process for random selection** of teaching evaluators for dean's review/approval.
- August 9 Target date for all external evaluations, teaching evaluations, and evaluations from research collaborators to be in hand
- August 23 Target date for complete file to be ready for eligible department faculty or special committee review
- August 27 File available for review by eligible department faculty or by members of special p-t committee appointed by the dean (including those on sabbatical or other leave)
- September 10 Target date of meeting for department/committee discussion and vote
- September 13 Target date for department evaluation to be reviewed by all eligible faculty members (including those on sabbatical or other leave)
- September 17 Department Chair adds evaluation
- September 20 Last day for file to be submitted to dean's office

Other Comments:

A department or special committee should always conform to the departmental promotion/tenure guidelines when evaluating a file. These guidelines, combined with information in the Faculty Handbook, are to be the basis for the departmental decision on a file. These guidelines are the only information available to other reviewing bodies to explain the norms and conventions for your discipline.

Separate votes are to be taken on rank (promotion) and on award of tenure (if applicable). The department chair's and/or special committee **chair does NOT vote with the department/committee faculty** but will prepare a separate evaluation.