

**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 ( <a href="http://artsci.case.edu/forms/">http://artsci.case.edu/forms/</a> ).
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 <u>minimum number and balance</u> 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 <u>complete</u> file to be ready for eligible department faculty or special committee review
August 26	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 9	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 20	Department Chair adds evaluation
September 23	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 chair's vote is counted with the other departmental votes...not separately.