

**College of Arts and Architecture  
Procedures and Deadlines for  
Promotion and Tenure for 2018-19**

**Promotion to Full Recommendations:** For the 2018-19 promotion cycle, please submit names of people who are being considered for promotion and/or tenure and early tenure to the Dean's Office by March 23. No later than the deadline of March 23, unit heads who are recommending any faculty member for promotion to full professor for the next year will provide a summary memo to the dean that supports the candidate's eligibility for promotion based on the strength of the record. Any candidate for promotion to full should demonstrate a pattern of excellence or significance of impact in all three areas of scholarship and should be addressed in the head's letter. Along with the head's letter of recommendation, annual reviews from the candidate's most recent post-tenure review (which should be no more than 5 years' worth of annual reviews) will be submitted to the dean electronically.

**Promotion or Post-tenure Review:** If someone is due for a post-tenure review and the unit head believes he or she is ready for promotion and wishes to propose promotion rather than a post-tenure review, then the unit head will provide the summary letter to seek dean's approval to send the faculty member up for promotion instead, with the annual reviews to follow later. The request to promote instead of doing another post-tenure review should be completed before the deadline for post-tenure reviews. The faculty member should receive the standard AC-40 annual review for the current year.

**Early tenure:** Early tenure is to be considered only under "unusual or extenuating" circumstances. If you are considering recommending anyone for early tenure and promotion, you need to consult with the dean no later than March 1 to ensure that he/she has time to review all the materials before requesting permission from the Provost's Office to submit someone for early tenure.

**External Reviewers:** Lists of suggestions for external names of reviewers for all promotion and tenure candidates will be submitted to the Dean's Office no later than May 2. Please make notations of the nature of any personal/professional knowledge of the person. Some of our professional worlds are very small and we must work on as much objectivity in external reviewers as possible. Please ensure that you have included comparable institutions (e.g. CIC; major research university; land-grant, etc.) or some explanation about why a recommendation for a smaller, regional, or private institution or university may be a better place for comparison (e.g. North Texas for music; RISD for visual arts, etc.) Though

exceptions for comparable universities may be well-known among our discrete disciplines, the review letters that go forward with external review letters from smaller universities have to be explained in order to educate the university wide committee.

Once the list is approved, you will receive a memo from the dean indicating the next step in the process of who to ask, etc.

If at any time you have any questions, please do not hesitate to contact the Dean's Office.