Office of the Provost

Drexel University

Tenure and Promotion Calendar for 2014-2015 Candidates

January 31, **2014**	Deadline for faculty to declare to Dean/Director intention to be reviewed for **promotion** during AY 2014-2015. Provost Office notifies Deans/Directors of candidates scheduled to be considered for tenure and promotion for AY 2014-2015. ***All schools and colleges are required to submit their tenure and promotion policies and procedures to the Office of the Provost for approval.***
February 28	Dean/Director submits final list of their tenure and promotion candidates to the Provost Office.
August 29	Candidate submits dossier to Department Head.
November 7	Departmental committee review completed. Candidate dossier and Departmental committee report forwarded to the Department Head.
December 5	Department Head review completed. Departmental committee and Department Head reports forwarded to candidate.
December 12	Candidate provides written acknowledgement of receipt of Departmental committee's and Department Head's reports. Candidate forwards any written comments addressing contents of reports to the Department Head. Candidate's acknowledgement and written comments become part of the official dossier.
December 19	Department Head forwards candidate's official dossier to Dean/Director.
January 9, **2015**	College/School review completed. Dean forwards College/School committee's report and the Dean's report to candidate.
January 23	Candidate provides written acknowledgement of receipt of College/School committee's and Dean's reports. Candidate forwards any written comments addressing contents of reports to the Dean. Candidate's acknowledgement and written comments become part of the official dossier.
January 30	Dean/Director forwards candidate's official dossier electronically to the Provost via SharePoint.
February 2	Tenure/Promotion documents made available to University Tenure and Promotion Committee.
Between February 9-20	University Tenure and Promotion Committee meeting.
February 23-March 20	Provost meets with candidates.

By March 27	Provost presents his/her recommendations for tenure and/or promotion to the President and informs Deans/Directors of recommendations.
First week April	Provost informs candidates of the President's and the Provost's recommendations for tenure and/or promotion.
By April 10	Abbreviated CVs (no more than three pages) are assembled for candidates for whom tenure has been recommended for consideration by the Drexel University Board of Trustees.
May meeting	Academic Affairs Committee of the Board of Trustees reviews tenure cases.
May meeting	Board of Trustees consider Tenure cases.
First week of June	Provost notifies candidates in writing of the actions of the Board of Trustees.

Please note: These dates are subject to change.