Office of the Provost

Drexel University

Tenure and Promotion Calendar for 2018-2019 Candidates

January 26, 2018

Provost Office notifies Deans/Directors of candidates scheduled to be considered for tenure and promotion for AY 2018-2019.

*All schools and colleges are required to submit their tenure and promotion policies and procedures to the Office of the Provost for approval.*

March 2

Deadline for faculty to declare to Dean/Director intention to be reviewed for promotion during AY 2018-2019.

March 30

Dean/Director submits final list of their tenure and promotion candidates to the Provost Office.

August 24

Candidate submits dossier to Department Head.

November 5

Departmental committee review completed. Candidate dossier and Departmental committee report forwarded to the Department Head.

December 3

Department Head review completed. Departmental committee and Department Head reports forwarded to candidate.

December 10

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 17

Department Head forwards candidate’s official dossier to Dean/Director.

January 7, 2019

College/School review completed. Dean forwards College/School committee’s report and the Dean’s report to candidate.

January 21

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 28

Dean/Director forwards candidate’s official dossier electronically to the Provost via SharePoint.

February 1

Tenure/Promotion documents made available to University Tenure and Promotion Committee.
Between February 10-17  University Tenure and Promotion Committee meeting.

February 22-April 5  Provost meets with candidates.

By April 12  Provost presents his/her recommendations for tenure and/or promotion to the President and informs Deans/Directors of recommendations.

Second week of April  Provost informs candidates of the President’s and the Provost’s recommendations for tenure and/or promotion.

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.