

Tenure candidate submits ten copies of packet to department chair. (One copy each for chair, Dean, VPAA, and President, and six copies for TRAC. Ten copies of packet are in addition to those needed for departmental review.) *	September 2 (Monday)
Chair and Dean should receive all letters solicited by candidate, as well as external peer review of scholarship arranged by chair. All letters, including external review, should be addressed to chair, with a copy sent to Dean.	September 2 (Monday)
Department chair submits to Dean and candidate a full and detailed report regarding the candidate for tenure.	September 23 (Monday)
Chair adds all letters (including own report) to packet and forwards nine packets to Dean.	September 23 (Monday)
Dean submits evaluation letter on tenure application to VPAA, with copies to candidate and chair.	September 30 (Monday)
Tenure candidate may submit comment to VPAA on chair's letter, Dean's letter, external peer review of scholarship, and letters from faculty or former students.	October 7 (Monday)
Dean forwards eight copies of entire tenure packet including Dean's letter and additional letters (if any) to TRAC (6) and VPAA (2). VPAA forwards candidate's comments on letters and reviews (if any) to TRAC.	October 7 (Monday)
TRAC submits its recommendation on tenure application to VPAA, candidate, Dean, and department chair.	January 24 (Friday)
Tenure candidate may submit comment to VPAA on TRAC's recommendation.	January 31 (Friday)
VPAA submits to President recommendation on tenure application.	February 14 (Friday)
President notifies tenure candidate of decision, with copies to the VPAA, TRAC, Dean, and department chair.	March 15 (Sunday)
Faculty member may submit appeal to Board with copies to the VPAA, TRAC, Dean, and department chair.	May 15 (Friday)
President submits to Board own decision on the appeal, together with the recommendations of VPAA, TRAC, Dean, and department chair.	June 15 (Monday)
Board may grant appeal hearing at its next meeting.	
In a year when the number of tenure applications makes it impossible for TRAC to complete its work by November 22, that deadline and all subsequent deadlines will be extended. Candidates will be notified of the President's decision by March 15. Candidates must file appeals by May 15. TRAC will announce the timeline by April 1 of the preceding academic year.	