

FLOW SHEET FOR PORTFOLIOS
OF PROMOTION AND TENURE CANDIDATES

*Please check P/T calendar for submission guidelines

Candidate: _____

Department: _____

Date Submitted: _____

Instructions: Please check and initial in the appropriate blank(s) as each step is completed.
Forward this cover sheet with the portfolio.

Applicant submits portfolio to Department Chair:

Promotion _____ Tenure _____

Department Chair reviews and recommends in

writing: Promotion

Tenure

Favorable _____

*forwards portfolio and
recommendation to
Dean _____

*notifies in writing the
applicant and
Dean _____

Unfavorable _____

*forwards portfolio and
recommendation to
Dean _____

*sends in writing to
the applicant and Dean
reasons for the
decision in detail _____

Favorable _____

*forwards portfolio and
recommendation to
Dean _____

*notifies in writing the
applicant and
Dean _____

Unfavorable _____

*forwards portfolio and
recommendation to
Dean _____

*sends in writing to
the applicant and Dean
reasons for the
decision in detail _____

College Promotion, Tenure and Post-Tenure Review Committee reviews and recommends in writing:

Promotion

Favorable _____
*forwards portfolio and recommendation to Dean _____
*notifies in writing the applicant and Dean _____
Unfavorable _____
*forwards portfolio and recommendation to Dean _____
*sends in writing to the applicant and Dean reasons for the decision in detail _____

Tenure

Favorable _____
*forwards portfolio and recommendation to Dean _____
*notifies in writing the applicant and Dean _____
Unfavorable _____
*forwards portfolio and recommendation to Dean _____
*sends in writing to the applicant and Dean reasons for the decision in detail _____

Dean reviews and recommends in writing:

Promotion

Favorable _____
*forwards portfolio and all
recommendations to
CAO _____
*notifies applicant
in writing _____
Unfavorable _____
*forwards portfolio and all
recommendations to
CAO _____
*sends in writing to
the applicant reasons for
the decision in detail _____

Tenure

Favorable _____
*forwards portfolio and all
recommendations to
CAO _____
*notifies applicant
in writing _____
Unfavorable _____
*forwards portfolio and all
recommendations to
CAO _____
*sends in writing to
the applicant reasons for
the decision in detail _____

Chief Academic Officer reviews for completeness and forwards portfolio and all recommendations to the University Promotion, Tenure and Post-Tenure Review Committee.

Promotion _____

Tenure _____

University Promotion, Tenure and Post-Tenure Review Committee reviews and recommends in writing:

Promotion

Favorable_____

*forwards portfolio and all recommendations to CAO_____

*notifies applicant and Dean in writing_____

Unfavorable_____

*sends in writing to the applicant and Dean reasons for the decision in detail_____

*Applicant may elect to appeal to the Faculty Appeals Committee (FAC)

If applicant elects to appeal to FAC:

Favorable_____

*FAC sends to CAO in writing. CAO forwards recommendations of the FAC and UPT&PTRC with CAO recommendation to the President

Unfavorable_____

*FAC sends in writing to applicant reasons for the decision in detail_____

Tenure

Favorable_____

*forwards portfolio and all recommendations to CAO_____

*notifies applicant and Dean in writing_____

Unfavorable_____

*sends in writing to the applicant and Dean reasons for the decision in detail_____

*Applicant may elect to appeal to the Faculty Appeals Committee (FAC)

If applicant elects to appeal to FAC:

Favorable_____

*FAC sends to CAO in writing. CAO forwards recommendations of the FAC and the UPT&PTRC with CAO recommendation to the President

Unfavorable_____

*FAC sends in writing to the applicant reasons for the decision in detail_____

NOTE: An unfavorable decision by the University Promotion, Tenure and Post-Tenure Review Committee and the Faculty Appeals Committee (should the applicant choose to appeal) halts the application. No presidential action or report will be issued.

Chief Academic Officer reviews favorable decisions and recommends in writing to the President.

Promotion_____

Tenure_____

Promotion

Tenure

Favorable_____

Favorable_____

*forwards portfolio and all
recommendations to
President_____

*forwards portfolio and all
recommendations to
President_____

*notifies applicant
and Dean in
writing_____

*notifies applicant
and Dean in
writing_____

Unfavorable_____

Unfavorable_____

*forwards portfolio and all
recommendations to
President_____

*forwards portfolio and all
recommendations to
President_____

*sends in writing to
the applicant and
Dean
reasons for the
decision in detail_____

*sends in writing to
the applicant and
Dean
reasons for the
decision in detail_____

President reviews favorable decisions and recommends in writing:

Promotion

Favorable_____

*President notifies the applicant in writing with copies to Dean and CAO_____

Unfavorable_____

*President sends a written report of the unfavorable decision and reason(s) for it in detail to the faculty member with copies to Dean and CAO_____

Tenure

Favorable_____

*President notifies the applicant in writing with copies to Dean and CAO_____

*President recommends tenure to IHL Board_____

*President reports IHL Board action to applicant in writing with copies to Dean and CAO_____

Unfavorable

*President sends a written report of the unfavorable decision and reason(s) for it in detail to the applicant with copies to Dean and CAO_____