Portfolio Flow Sheet for Promotion and Tenure Candidates

The Promotion and Tenure submission deadlines can be found on the Academic Affairs webpage under Academic Affairs Resources – Promotion & Tenure

Complete the required fields:

Candidate Name:

Prefix:	First Name	Last Name

Department:

Date of Submission:

Please indicate tenure, promotion, and rank for which you are applying:

Are you applying for Tenure?

Are you applying for Promotion?

Applicant submits portfolio to Department Chair

DETERMINATION BY DEPARTMENT CHAIR

Candidate for 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	☐

Candidate for 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.	☐

Department Chair submits portfolio to College/School/Library Committee

DETERMINATION BY COLLEGE/SCHOOL/LIBRARY PROMOTION, TENURE & POST-TENURE REVIEW COMMITTEE

Candidate for 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.	☐

Candidate for 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	☐

College/School/Library Committee submits portfolio to Dean

DETERMINATION BY DEAN

Candidate for Promotion

Favorable	☐
Forwards portfolio and recommendation to CAO	☐
Notifies in writing the applicant and CAO	☐
Unfavorable	☐
Forwards portfolio and recommendation to CAO	☐
Sends in writing to the applicant and CAO reasons for the decision in detail	☐

Candidate for Tenure

Favorable	☐
Forwards portfolio and recommendation to CAO	☐
Notifies in writing the applicant and CAO	☐
Unfavorable	
Forwards portfolio and recommendation to CAO	☐
Sends in writing to the applicant and CAO reasons for the decision in detail	☐
Dean submits portfolio to Academic Affairs	
DETERMINATION BY UNIVERSITY PROMOTION, TENURE, AND POST-TENURE REVIEW COMMITTEE	
Candidate for Promotion	
Favorable	☐
Forwards portfolio and recommendation to CAO	☐
Notifies in writing the applicant and CAO	☐
Unfavorable	☐
Forwards portfolio and recommendation to CAO	☐
Sends in writing to the applicant and CAO reasons for the decision in detail.	☐
Candidate for Tenure	
Favorable	☐
Forwards portfolio and recommendation to CAO	☐

Notifies in writing the applicant and CAO	☐
Unfavorable	☐
Forwards portfolio and recommendation to CAO	☐
Sends in writing to the applicant and CAO 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.

DETERMINATION BY CHIEF ACADEMIC OFFICER

Candidate for Promotion

Favorable	☐
Forwards portfolio and recommendation to President	☐
Notifies in writing the applicant and President	☐
Unfavorable	☐
Forwards portfolio and recommendation to President	☐
Sends in writing to the applicant and President reasons for the decision in detail	☐

Candidate for Tenure

Favorable	☐
Forwards portfolio and recommendation to President	☐
Notifies in writing the applicant and President	☐

Unfavorable	☐
Forwards portfolio and recommendation to President	☐
Sends in writing to the applicant and President reasons for the decision in detail	☐