



MEMORANDUM

DATE: May 1, 2020

TO: College of Liberal Arts and Sciences Faculty and Staff

FROM: Christopher Jones, Dean of the College of Liberal Arts and Sciences

SUBJECT: **Promotion to the Rank of Professor: Important Deadlines**

At the request and approval of the College of Liberal Arts and Sciences Executive Committee, I provide here a college-level set of deadlines for candidates seeking promotion to the rank of professor.

Neither the timeline nor the set of deadlines are a departure from the College's longtime standing practices. This memorandum is simply designed to provide all candidates in the College with the same information at the same time rather than to assume these details are being shared within departments in a similar and timely manner.

University's Spring Commencement Date: A list of five to seven potential external reviewers approved by the candidate, department chair, and department tenure and promotion committee is to be submitted to the dean. Candidates and departments are to use the form: *College of Liberal Arts and Sciences Promotion to Full Professor Candidate List of Proposed External Reviewers*. This form can be found on the College's website. Go to: "Administration." Then click: "Faculty Resources." Then scroll to: "General" section.

July 1: Five to seven flash drives with the following materials (as specified in the College's tenure and Promotion guidelines) are submitted to the Dean's Office: Department chair's letter, curriculum vitae, College guidelines for promotion, and scholarly materials for review. (One flash drive is sent to each external reviewer.)

September 1: Candidate binders are due to the department chair. Please refer to guidelines on the Provost's website as to the materials to include and the specific order in which items are to be placed in the binder. After department-level review, chairs are responsible for submitting binders to the Dean's Office. After college-level review, the Dean's Office is responsible for submitting binders to the Provost's Office.

All items submitted to the Dean's Office should be directed to Pat Campbell, Supervisor of Administration, College of Liberal Arts and Sciences.

Thank you.