# PROMOTION AND TENURE PROCESS TIME LINE FOR 2019-2020

<table>
<thead>
<tr>
<th>TASK</th>
<th>Date</th>
<th>Responsible IUB</th>
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<tbody>
<tr>
<td>1. Call for nominations.</td>
<td>January 2019</td>
<td>Dean (ADFA*)</td>
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<td>2. Identification of candidates according to records in the Dean’s Office.</td>
<td>January 2019</td>
<td>ADFA</td>
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<tr>
<td>3. Advise faculty members of their candidacy; send out promotion and tenure timeline for the upcoming year; inform candidates of important deadlines, and request candidate’s intended declaration of area of excellence.</td>
<td>January 2019</td>
<td>ADFA</td>
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<td>4. Schedule P&amp;T orientation meeting for candidates</td>
<td>February 2019</td>
<td>ADFA</td>
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<tr>
<td>5. Begin compilation of twelve (12) names and addresses of external references in area of excellence. (For lecturers, 8 names, 4 of which may be internal to IU.)</td>
<td>February 2019</td>
<td>Candidate</td>
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<tr>
<td>6. Request list of students from registrar (where applicable).</td>
<td>March 2019</td>
<td>ADFA</td>
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<tr>
<td>7. Declare area of excellence and submit draft personal statement and CV. Also submit twelve (12) names and addresses of external reference in the declared area of excellence. (For Lecturers, submit 8 names, 4 of which may be internal to IU)</td>
<td>March 31, 2019</td>
<td>Candidate</td>
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<td>8. In collaboration with faculty chairs and/or senior faculty, compile twelve (12) names and addresses of external reference in the declared area of excellence (8 names for Lecturers)</td>
<td>March 31 - April 15, 2019</td>
<td>ADFA</td>
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<tr>
<td>9. Submit initial dossier (personal statement, CV, and sample documents) to be sent to external references.</td>
<td>April 15, 2019</td>
<td>Candidate</td>
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<td>10. Decide which external references will be contacted.</td>
<td>April 15-30, 2019</td>
<td>ADFA</td>
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<td>11. Submit names and contact information for (1) students to be contacted about teaching (2) coauthors for all co-authored publications (if relevant), but flagging the five with the most substantive role (if relevant), and (3) primary contact for major public service projects/activities (if relevant).</td>
<td>April 15-30, 2019</td>
<td>Candidate</td>
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<tr>
<td>12. Solicit comments from students, external references, program directors, and faculty chairs (if applicable).</td>
<td>May 1 - August 1, 2019</td>
<td>ADFA</td>
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<tr>
<td>13. Appoint SPEA-IUB and SPEA Core School P&amp;T Advisory Committees</td>
<td>May 1 – July 16, 2019</td>
<td>Dean, EAD-IUB, ADFA</td>
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<tr>
<td>14. Submit final eDossier (review with ADFA prior to submission).</td>
<td>July 15, 2019 (see note 1)</td>
<td>Candidate</td>
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<td>15. Review dossier for completeness; upload letters, submit eDossier for next level of review.</td>
<td>July 15 – August 19, 2019</td>
<td>ADFA</td>
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<td>16. SPEA-IUB P&amp;T Advisory Committee review of candidates (draft recommendation)</td>
<td>August 19-September 20, 2019 (see note 2)</td>
<td>ADFA; SPEA-IUB P&amp;T committee</td>
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<td>17. Hold meeting of all rank-eligible faculty to review dossier information and draft recommendation from P&amp;T Advisory Committee</td>
<td>September 13, 2019 (see note 2)</td>
<td>EAD-IUB, ADFA, SPEA-IUB P&amp;T Committee</td>
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<td>18. SPEA-IUB P&amp;T Advisory Committee finalizes review of candidates</td>
<td>September 20, 2019 (see note 2)</td>
<td>ADFA; SPEA-IUB P&amp;T committee</td>
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<td>19. Faculty balloting</td>
<td>September 23-27, 2019 (see note 2)</td>
<td>ADFA</td>
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<td>20. Results of faculty votes and SPEA-IUB P&amp;T Advisory Committee recommendation for candidates sent to SPEA Core School P&amp;T</td>
<td>September 30, 2019 (see note 2)</td>
<td>ADFA; SPEA-IUB P&amp;T committee</td>
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<tr>
<td>21. Notify candidates about results of faculty balloting and recommendation from SPEA-IUB P&amp;T Advisory Committee.</td>
<td>September 30, 2019 (see note 2)</td>
<td>ADFA</td>
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<td>22. Rebuttal period (If there is a rebuttal, the SPEA-IUB P&amp;T Advisory Committee must notify the SPEA Core School P&amp;T Advisory Committee of any changes that occur in its recommendation as a result of the rebuttal.)</td>
<td>Sept. 30 – Oct. 7, 2019 (results of rebuttal sent to SPEA Core School P&amp;T Advisory Committee no later than October 12, 2019) (see note 2)</td>
<td>Candidate</td>
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<tr>
<td>23. SPEA Core School P&amp;T Advisory Committee review.</td>
<td>Sept. 30 – Oct. 14, 2019 (see note 2)</td>
<td>SPEA Core School P&amp;T Advisory</td>
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<td>24. SPEA Core School P&amp;T Advisory Committee recommendation sent to the Dean’s Office.</td>
<td>October 14, 2019 (see note 2)</td>
<td>SPEA Core School P&amp;T Advisory</td>
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<tr>
<td>25. Notify candidate of SPEA Core School P&amp;T Advisory Committee’s recommendation.</td>
<td>October 14, 2019 (see note 2)</td>
<td>CommitteeADFA</td>
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<td>26. Dean’s Recommendation.</td>
<td>October 14-28, 2019 (see note 2)</td>
<td>Dean, EAD, ADFA</td>
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<tr>
<td>27. Notify candidate of the Dean’s recommendation</td>
<td>October 28-31, 2019 (see note 2)</td>
<td>Dean, EAD, ADFA</td>
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<td>28. Dossier sent to the appropriate campus tenure or promotion advisory committees and to the IUB Vice Provost for Faculty and Academic Affairs.</td>
<td>October 31, 2019 (see note 2)</td>
<td>ADFA</td>
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* ADFA = Associate Dean for Faculty Affairs at IUB; at IUPUI, this is the responsibility of the Executive Associate Dean.

Note 1: Additions to the final dossier may be submitted by the candidate at any time until the file goes to the Board of Trustees; however, only accomplishments completed prior to the decision by the Executive level of review at the campus level (e.g., Provost’s office) may be included. If submitted, coordinators of all prior review levels will be informed of the update and provided an opportunity to comment.

Note 2: The dates noted for Steps 16-28 are for cases involving tenure recommendations. For cases involving promotion (but not tenure) to full professor, clinical associate professor, clinical full professor, senior lecturer, associate scientist/scholar, or senior scientist/scholar the final due dates for steps 16-28 are one month later.