

**UNIVERSITY OF ARKANSAS AT PINE BLUFF**

Promotion and Tenure Timeline

Academic Year 2017-2018

- By September 1 The Vice Chancellor for Academic Affairs notifies all faculty members of the timetable for promotion/tenure review.
- By September 15 The chairperson requests portfolios from faculty members who will be considered for promotion/tenure. A faculty member who has not been asked by the chairperson to submit a portfolio, but who feels that he/she should be considered for promotion/tenure, may request from the chairperson his/her reason(s).
- By September 22 The chairperson provides requested reason(s) to faculty seeking justification of non-consideration.
- By September 30 If the faculty member is not satisfied with the reason(s) given for the non-consideration, after informing the chairperson of his/her intent, the faculty member has the right to prepare and submit a written appeal of the justification of the chairperson to the divisional dean.
- By October 8 The divisional dean will inform the faculty member and the chairperson in writing of his/her determination regarding the appeal.
- By November 1 Faculty member submits portfolio. Chairperson establishes a unit Tenure and Promotion Committee and submits all portfolios to the Committee. The unit Tenure and Promotion Committee should be comprised of three tenured faculty members at or above the rank of the highest rank sought by any faculty member submitting a portfolio. Unit Tenure and Promotion Committee members may come from outside the unit if an insufficient number of tenured faculty, of an appropriate rank, exist within the unit.
- By November 14 The unit Tenure and Promotion Committee makes a written recommendation

to the chairperson regarding promotion/tenure for each faculty member submitting a portfolio.

By November 21 The chairperson reviews the portfolio and the recommendation of the unit Tenure and Promotion Committee. The chairperson prepares a written recommendation and forwards it, accompanied by all documents relative to the candidacy, to the divisional dean. The chairperson informs the candidate in writing of his/her recommendation and the recommendation of the unit Tenure and Promotion Committee.

By November 30 The faculty member has the right to respond to negative recommendations of the chairperson in writing to the divisional dean. The faculty member's written response becomes part of the portfolio.

By December 15 The divisional dean reviews the portfolio, the unit Tenure and Promotion Committee recommendation, and the chairperson recommendation. The divisional dean prepares a written recommendation and forwards it, accompanied by all documents relative to the candidacy, to the Vice Chancellor for Academic Affairs. The divisional dean informs the candidate in writing of his/her recommendation.

By December 21 The faculty member has the right to respond to a negative recommendation of the divisional dean in writing to the Vice Chancellor for Academic Affairs. The faculty member's written response becomes part of the portfolio.

- By January 5      The Vice Chancellor of Academic Affairs convenes the university-wide Tenure and Promotion Committee. The university-wide Tenure and Promotion Committee should generally be comprised of one tenured Professor each from the Schools of (1) Agriculture, Fisheries, and Human Sciences, (2) Arts and Sciences, (3) Business and Management, and (4) Education, as well as one representative each from (5) University College and (6) Watson Memorial Library. The Vice Chancellor for Academic Affairs forwards portfolios and all recommendations to the university-wide Tenure and Promotion Committee.
- By January 20      The university-wide Tenure and Promotion Committee makes a written recommendation to the Vice Chancellor for Academic Affairs regarding promotion/tenure for each faculty member submitting a portfolio. The university-wide Tenure and Promotion Committee informs the candidate in writing of its recommendation.
- By January 27      The Vice Chancellor for Academic Affairs reviews the portfolio and the recommendations of the unit Tenure and Promotion Committee, chairperson, divisional dean, and university-wide Tenure and Promotion Committee. The Vice Chancellor for Academic Affairs prepares a written recommendation and forwards it, accompanied by all documents relative to the candidacy, to the Chancellor. The Vice Chancellor for Academic Affairs informs the candidate in writing of his/her recommendation.
- By February 4      The faculty member has the right to respond to a negative recommendation of the Vice Chancellor for Academic Affairs in writing

to the Chancellor. The faculty member's written response becomes part of the portfolio.

By February 15 The Chancellor reviews the portfolio and all accompanying materials, prepares a written recommendation and forwards the recommendation, accompanied by all documents to the University of Arkansas System President. The Chancellor informs the candidate of his/her recommendations.