

**FLOW SHEET FOR PORTFOLIOS
OF PROMOTION AND TENURE CANDIDATES**

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.**

Please identify tenure, promotion, and/or rank for which you are applying.

Tenure:

Promotion:

Assistant Professor:

Associate Professor:

Professor:

Applicant submits portfolio to Department Chair.

***Please check P/T calendar for submission deadlines.**

**FLOW SHEET FOR PORTFOLIOS
OF PROMOTION AND TENURE CANDIDATES
DEPARTMENT CHAIR**

Candidate for Promotion

Favorable:

1. Forwards portfolio and recommendation to Dean.
2. Notifies in writing the applicant and Dean.

Unfavorable:

1. Forwards portfolio and recommendation to Dean
2. Sends in writing to the applicant and Dean reasons for the decision in detail.

Candidates for Tenure

Favorable:

1. Forwards portfolio and recommendation to Dean.
2. Notifies in writing the applicant and Dean.

Unfavorable:

1. Forwards portfolio and recommendation to Dean.
2. Sends in writing to the applicant and Dean reasons for the decision in detail.

**FLOW SHEET FOR PORTFOLIOS
OF PROMOTION AND TENURE CANDIDATES
COLLEGE PROMOTION, TENURE, AND POST-TENURE REVIEW COMMITTEE**

Candidate for Promotion

Favorable:

1. Forwards portfolio and recommendation to Dean.
2. Notifies in writing the applicant and Dean.

Unfavorable:

1. Forwards portfolio and recommendation to Dean.
2. Sends in writing to the applicant and Dean reasons for the decision in detail.

Candidates for Tenure

Favorable:

1. Forwards portfolio and recommendation to Dean.
2. Notifies in writing the applicant and Dean.

Unfavorable:

1. Forwards portfolio and recommendation to Dean.
2. Sends in writing to the applicant and Dean reasons for the decision in detail.

**FLOW SHEET FOR PORTFOLIOS
OF PROMOTION AND TENURE CANDIDATES
DEAN**

Candidate for Promotion

Favorable:

1. Forwards portfolio and recommendation to CAO.
2. Notifies in writing the applicant and CAO.

Unfavorable:

1. Forwards portfolio and recommendation to CAO.
2. Sends in writing to the applicant and CAO reasons for the decision in detail.

Candidates for Tenure

Favorable:

1. Forwards portfolio and recommendation to CAO.
2. Notifies in writing the applicant and CAO.

Unfavorable:

1. Forwards portfolio and recommendation to CAO.
2. Sends in writing to the applicant and CAO reasons for the decision in detail.

**FLOW SHEET FOR PORTFOLIOS
OF PROMOTION AND TENURE CANDIDATES
UNIVERSITY PROMOTION, TENURE, AND POST-TENURE REVIEW COMMITTEE**

Candidate for Promotion

Favorable:

1. Forwards portfolio and recommendation to CAO.
2. Notifies in writing the applicant and CAO.

Unfavorable:

1. Forwards portfolio and recommendation to CAO.
2. Sends in writing to the applicant and CAO reasons for the decision in detail.

Candidates for Tenure

Favorable:

1. Forwards portfolio and recommendation to CAO.
2. Notifies in writing the applicant and CAO.

Unfavorable:

1. Forwards portfolio and recommendation to CAO.
2. 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.

**FLOW SHEET FOR PORTFOLIOS
OF PROMOTION AND TENURE CANDIDATES
CHIEF ACADEMIC OFFICER**

Candidate for Promotion

Favorable:

1. Forwards portfolio and recommendation to President.
2. Notifies in writing the applicant and President.

Unfavorable:

1. Forwards portfolio and recommendation to President.
2. Sends in writing to the applicant and President reasons for the decision in detail.

Candidates for Tenure

Favorable:

1. Forwards portfolio and recommendation to President.
2. Notifies in writing the applicant and President.

Unfavorable:

1. Forwards portfolio and recommendation to President.
2. Sends in writing to the applicant and President reasons for the decision in detail.
