

**Deadlines for Procedures of the Rank and Tenure Committee**  
**2018**  
**Consideration for Tenure and/or Promotion to Associate Professor**

<b>For Tenure</b>	<b>For Promotion to Associate Professor</b>	<b>Item</b>	<b>Rule</b>
	March 9, 2018	Committee sends notice of April 30 deadline for nominations for promotion to associate professor to all deans and chairs.	2 <sup>nd</sup> Friday of March
	March 30	Committee sends notice of April 30 deadline for nominations for promotion to associate professor to all faculty.	Last Friday of March
April 13, 2018		Provost sends list of candidates to the committee. Committee opens tenure file in the Provost's Office for each candidate, including student evaluation summaries and third year reviews.	2 <sup>nd</sup> Friday of April
April 17 (Tuesday)		Committee informs tenure qualifying candidates, their chairs and deans of current procedures/schedule	Following Tuesday
	April 30 (Monday)	Deadline for nominations for promotion to associate professor.	Last business day of April
	May 1 (Tuesday)	Committee informs promotion to associate professor candidates, their chairs and deans of current procedures/schedule	Following day
May 4 (Friday)	May 4 (Friday)	Committee holds meetings – one with candidates, one with deans and chairs – to review and clarify current procedures	1 <sup>st</sup> Friday of May
May 15 (Tuesday)	May 15 (Tuesday)	Candidates submit names and addresses of referees on and off campus	No later than the last business day of May
June 1 (Friday)	June 1 (Friday)	Committee requests recommendations from the candidate's department/school colleagues and from candidate's on-campus referees	First business day of June
June 11 (Monday)	June 11 (Monday)	Committee requests recommendations from off-campus referees.	Tenth day of June <i>(June 10- Sunday)</i>
September 4 (Tuesday)	September 4 (Tuesday)	All PLU Faculty are sent a list of candidates for tenure <u>and candidates for promotion to associate professor.</u>	First Monday of September <i>(Sept. 3 - Labor Day)</i>
September 7 (Friday)	September 7 (Friday)	Candidates submit their files.	First Friday of Fall Semester
September 17 (Monday)	September 17 (Monday)	Deadline for receipt of tenure/ <u>promotion</u> recommendations. Committee begins deliberations on each case.	3 <sup>rd</sup> Monday of September
November 16 (Friday)	November 16 (Friday)	Committee completes deliberations and confers with provost.	3 <sup>rd</sup> Friday of November
November 26 (Monday)	November 26 (Monday)	Committee reports its recommendations to the president, candidates, and their chairs and deans.	Monday after Thanksgiving
December 3 (Monday)	December 3 (Monday)	Committee deliberates requests for reconsideration, if any.	1 <sup>st</sup> or 2 <sup>nd</sup> Monday of December
December 10 (Monday)	December 10 (Monday)	Committee meets with president to discuss its final recommendations.	Before the President makes the final recommendations to the Board of Regents