

Deadlines for Procedures of the Rank and Tenure Committee
2016
Consideration for Tenure and/or Promotion to Associate Professor

For Tenure	For Promotion to Associate Professor	Item	Rule
	March 11, 2016	Committee sends notice of April 30 deadline for nominations for promotion to associate professor to all deans and department chairs.	2 nd Friday of March
	March 24	Committee sends notice of April 30 deadline for nominations for promotion to associate professor to all faculty.	Last Friday of March <i>(March 25 – Good Friday)</i>
April 8, 2016		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 nd Friday of April
April 12 (Tuesday)		Committee informs candidates and their chairs and deans of current procedures/schedule	Following Tuesday
	April 29 (Friday)	Deadline for nominations for promotion to associate professor.	Last business day of April
May 13 (Friday)	May 13 (Friday)	Committee holds meetings – one with candidates, one with deans and chairs – to review and clarify current procedures	2 nd Friday of May
May 31 (Tuesday)	May 31 (Tuesday)	Candidates submit names and addresses of referees on and off campus	Last business day of May
June 1 (Wednesday)	June 1 (Wednesday)	Committee requests recommendations from the candidate’s department/school colleagues and from candidate’s on-campus referees	First business day of June
June 10 (Friday)	June 10 (Friday)	Committee requests recommendations from off-campus referees.	Tenth day of June
September 12 (Monday)	September 12 (Monday)	All PLU Faculty are sent a list of candidates for tenure <u>and candidates for promotion to associate professor.</u>	First Monday of Fall Semester
September 16 (Friday)	September 16 (Friday)	Candidates submit their files.	First Friday of Fall Semester
September 19 (Monday)	September 19 (Monday)	Deadline for receipt of tenure/ <u>promotion</u> recommendations. Committee begins deliberations on each case.	3 rd Monday of September
November 18 (Friday)	November 18 (Friday)	Committee completes deliberations and confers with provost.	3 rd Friday of November
November 28 (Monday)	November 28 (Monday)	Committee reports its recommendations to the president, candidates, and their chairs and deans.	Monday after Thanksgiving
December 5 (Monday)	December 5 (Monday)	Committee deliberates requests for reconsideration, if any.	1 st or 2 nd Monday of December
December 12 (Monday)	December 12 (Monday)	Committee meets with president to discuss its final recommendations.	Before the President makes the final recommendations to the Board of Regents