Division of Academic Affairs
Procedural Flow Chart
for
Post Tenure Review
2014-2015

1. Reviews post-tenure criteria.
2. Confers with supervisor on approval/support of application.
3. Submits two copies of completed application to department supervisor no later than January 5, 2015.

1. Files one copy of application for official records and uses other copy for review process.
2. Verifies that minimum criteria have been met.
3. Reviews application for completeness and accuracy.
4. Rates faculty members and adds endorsements/commentary on prescribed forms.
5. Forwards narratives and recommendation forms along with applications to chair of the University Post Tenure Review Committee no later than February 2, 2015.

1. Reviews and evaluates all applications applying discipline specific criteria (inclusive of accreditation standards for faculty) and university guidelines.
2. Prepares narratives and makes recommendations on prescribed Forms.
3. Forwards narratives and recommendations along with applications to the Associate Provost no later than March 2, 2015.
1. Associate Provost reviews recommendations and forwards report of the Post tenure Committee to the Provost no later than 5 working days after receipt. **March 9, 2015**

2. Associate Provost and the Provost add endorsement/commentary, as appropriate.

3. Provost submits formal recommendations to the President for action.

1. Reviews formal recommendations.

2. Consults with the Provost in cases where clarification is needed.

Note: Faculty members will receive official notice of application results from the Provost no later than **June 15, 2015** or as soon thereafter as time permits.