

Office of the Provost
Drexel University

Tenure and Promotion Calendar for 2007-08 Candidates

March 1, 2007	Deadline for faculty to declare to Dean/Director desire to be reviewed for promotion. Provost Office notifies Deans/Director of candidates scheduled to be considered for tenure and promotion for next AY.
April 2	Dean/Director submits final list of tenure and promotion candidates for respective College/School.
September 3	Candidate submits dossier to Department Head.
November 13	Departmental committee review completed. Candidate dossier and Departmental committee report forwarded to the Department Head.
December 3	Department Head review completed. Departmental committee and Department Head reports forwarded to candidate.
December 11	Candidate provides written acknowledgement of receipt of Departmental committee's and Department Head's reports. Candidate forwards any written comments addressing contents of reports to the Department Head. Candidate's acknowledgement and written comments become part of the official dossier.
December 14	Candidate's official dossier forwarded to Dean/Director.
January 15, 2008	College/School review completed. Dean forwards College/School committee's report and the Dean's report to candidate.
January 29	Candidate provides written acknowledgement of receipt of College/School committee's and Dean's reports. Candidate forwards any written comments addressing contents of reports to the Dean. Candidate's acknowledgement and written comments become part of the official dossier.
February 4	Candidate's official dossier forwarded to Provost.
February 6	Tenure/Promotion documents made available to University Tenure and Promotion Committee.
February 18-29	University Tenure and Promotion Committee meeting(s).
March 3-17	Provost meets with candidates.
By March 24	Provost presents his/her recommendations for tenure and/or promotion to the President and informs Deans/Directors of recommendations.
First week April	Provost informs candidates of the President's and the Provost's recommendations for tenure and/or promotion.
By April 18	Abbreviated CVs are assembled for candidates for whom tenure has been recommended for consideration by the Drexel University Board of Trustees.
By May 15	Academic Affairs Committee of the Board of Trustees reviews tenure cases.

May meeting

Board of Trustees considers Tenure cases.

By June 2

Provost notifies candidates in writing of the actions of the Board of Trustees.