

Office of the Provost  
Drexel University

Tenure and Promotion Calendar for 2008-09 Candidates

March 3, 2008	Deadline for faculty to declare to Dean/Director intention to be reviewed for promotion.  Provost Office notifies Deans/Director of candidates scheduled to be considered for tenure and promotion for next AY.
April 4	Dean/Director submits final list of tenure and promotion candidates for respective College/School.
September 5	Candidate submits dossier to Department Head.
November 14	Departmental committee review completed. Candidate dossier and Departmental committee report forwarded to the Department Head.
December 5	Department Head review completed. Departmental committee and Department Head reports forwarded to candidate.
December 12	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 15	Candidate's official dossier forwarded to Dean/Director.
January 16, 2009	College/School review completed. Dean forwards College/School committee's report and the Dean's report to candidate.
January 30	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.
March 2-16	Provost meets with candidates.
By March 23	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 17	Abbreviated CVs are assembled for candidates for whom tenure (not promotion) has been recommended for consideration by the Drexel University Board of Trustees.
May meeting	Academic Affairs Committee of the Board of Trustees reviews tenure cases.
May meeting	Board of Trustees considers Tenure cases.
By June 1	Provost notifies candidates in writing of the actions of the Board of Trustees.