

Office of the Provost
Drexel University

Tenure and Promotion Calendar for 2009-2010 Candidates

March 2, 2009	Deadline for faculty to declare to Dean/Director intention to be reviewed for promotion in AY 2010-2011. Provost Office notifies Deans/Directors of candidates scheduled to be considered for tenure and promotion for AY 2010-2011.
April 3	Dean/Director submits final list of their tenure and promotion candidates to the Provost Office.
September 4	Candidate submits dossier to Department Head.
November 13	Departmental committee review completed. Candidate dossier and Departmental committee report forwarded to the Department Head.
December 4	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	Department Head forwards candidate's official dossier to Dean/Director.
January 15, 2010	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 5	Dean/Director forwards candidate's official dossier electronically to the Provost via SharePoint.
February 8	Tenure/Promotion documents made available to University Tenure and Promotion Committee.
February 16-26	University Tenure and Promotion Committee meeting(s).
March 1-19	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 16	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.