



PROMOTION, RETENTION, AND TENURE CALENDAR

2023-2024 Academic Year

Note: All colored text applies to applicants. Action required by administration/committees is color coded as indicated below:

Green =	UPRTC
Pink =	DPRTC
Blue =	CHAIR
Orange =	CPRTC
Brown =	DEAN
Purple =	PROVOST AND EVC



PROMOTION, RETENTION, AND TENURE CALENDAR 2023-2024 Academic Year

September 2023

- 1-30 The Promotion, Retention and Tenure (PRT) Calendar, application instructions, guidelines, and format are distributed to faculty
- 1-30 The University Promotion, Retention and Tenure Committee (UPRTC), via Office of the Provost/Academic Affairs and Research, solicits faculty comments regarding the current statement on University Criteria for Promotion and Tenure. Written comments may be forwarded to the UPRTC by 9/30/23
- 1-30 Department chair and department PRTC chair meet with each new faculty member to review PRT documents
- 30 (S) Written comments from faculty are due to the UPRTC regarding the current University Criteria for Promotion and Tenure. Email to awells@astate.edu

October 2023

- 6 (F) Colleges provide a comprehensive list of pre-tenured faculty listed by department and evaluation year to the Provost and EVC
- 9 (M) The UPRTC adopts the 2024-2025 University Criteria for Promotion and Tenure and distributes to faculty
- 9-30 (M-M) Suggested dates for departments/colleges to receive student evaluations of faculty

November 2023

- 1 (W) Suggested date for chairs to provide retention recommendations for 2nd-year faculty to the deans
- 1 (W) Colleges and departments provide one electronic copy of their proposed promotion and tenure criteria for the upcoming academic year (2024-2025) to the Office of the Provost/Academic Affairs and Research (awells@astate.edu) for review by the UPRTC
- 8 (W) Deans provide to the Provost and EVC retention recommendations for 2nd-year faculty to receive 3rd-year appointments for the upcoming academic year



December 2023

- 1 (F) Official retention notices are sent to 2nd-year faculty from the Provost and EVC 1
- (F) The UPRTC reviews current college and department criteria for promotion and tenure and provides written comments to colleges, departments, and the Provost and EVC

January 2024

- 2 (T) Last day for PRT candidates to submit promotion and tenure applications to their Department PRTC
- 2 (T) Last day for 3rd-year pre-tenured faculty to submit applications for Comprehensive Pre-tenured Review to their department PRTC
- 2 (T) Professional activities, productivity, and merit evaluation documents to be considered for reappointment recommendation for individual faculty members are due to department chair
- 4-10 (Th-W) Department PRTC meets to review promotion and tenure applications and make recommendations (5 working days)
- 15 (M) The department PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department PRTC chair by the close of the third business day following receipt of written notification, but no later than end of day 01/18/2024
- 18 (Th) Last day for applicants to contact the department PRTC to withdraw from further promotion and/or tenure consideration
- 19 (F) Department chair receives promotion and tenure applications and recommendations from the department PRTC
- 19 (F) Department chairs receive applications and recommendations from the department PRTC for 3rd-year Comprehensive Pre-tenured Reviews
- 23-25 (T-Th) The department chair provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department chair by the close of the third business day following receipt of written notification, but no later than end of day 01/30/2024.
- 29 (M) Suggested date for chairs to provide retention recommendations for 1st-year pre-tenured faculty to deans



30 (T) Last day for applicants to contact the department chair to withdraw from further promotion and/or tenure consideration

February 2024

1 (Th) College PRTC receives promotion and tenure applications and recommendations from department chairs

1 (Th) College PRTC receive applications and recommendations from the department chairs for 3rd-year Comprehensive Pre-tenured Reviews

2 (F) Deans provide to the Provost and EVC recommendations for 1st-year pre-tenured faculty to receive 2nd-year appointments for the upcoming academic year

6-13 (T-T) The College PRTC meets to review promotion and tenure applications and make recommendations (5 working days)

9 (F) Official retention notice to 1st-year faculty from the Provost and EVC

9 (F) Chairs complete faculty performance reviews, counseling sessions and merit evaluations (in accord with the departmental procedures and chair's evaluation form for individual faculty member) and provide reviews and evaluations to deans

15 (Th) The College PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their College PRTC chair by the close of the third business day following receipt of written notification, but no later than end of day 02/20/2024 (3 working days)

20 (T) Last day for applicants to contact the College PRTC to withdraw from further promotion and/or tenure consideration

21 (W) College deans receive applications and recommendations from the College PRTC for 3rd-year Comprehensive Pre-tenured Reviews

21 (W) College deans receive tenure and promotion applications and recommendations from the College PRTC

26-29 (M-Th) Deans review promotion and tenure applications and make recommendations (4 working days)

29 (Th) Deans provide appropriate feedback and written documentation to 3rd-year Comprehensive Pre-tenured Review applicants



March 2024

- 1 (F) Self-review of current year (2023-2024) unit goals from deans and directors due to the Provost and EVC
- 1 (F) Deans provide written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their college dean by the close of the third business day following receipt of written notification, but no later than end of day 03/06/2024 (3 working days)
- 6 (W) Last day for applicants to contact their college dean to withdraw from further promotion and/or tenure consideration
- 7 (Th) Suggested date for chairs to provide retention recommendations for 3rd, 4th, and 5th-year pre-tenured faculty to the dean (for 4th, 5th, and 6th-year reappointments)
- 7 (Th) Deans provide promotion and tenure applications and recommendations electronically (OneDrive) to the Provost and EVC
- 11 (M) Provost and EVC makes electronic PRT packets available to the UPRTC for review

(Spring Break 03/18 – 03/22)

- 25-29 (M-F) UPRTC meets to review promotion and tenure applications and make recommendations by 3/29/24 (5 working days)
- 25 (M) Deans provide to the Provost and EVC reappointment recommendations for third, fourth and fifth-year pre-tenured faculty to receive 4th, 5th and 6th-year appointments for the upcoming academic year (If tenure is not awarded by the end of the 6th year, a 7th-year terminal appointment will be issued)

April 2024

- 3 (W) Chairs complete evaluations for non-tenured faculty and forward to the deans
- 3 (W) The UPRTC notifies applicants of its recommendation(s) prior to making final recommendations to the Provost and EVC. Applicants who wish to withdraw from further promotion and tenure consideration may contact the UPRTC by the close of the 3rd business day following receipt of written notification, but no later than end of day 4/8/2024 (3 working days)
- 8 (M) Last day for applicants to contact the UPRTC to withdraw from further promotion and/or tenure consideration.



- 8 (M)** Provost and EVC sends official notice of non-reappointment to 3rd, 4th and 5th-year pre-tenured faculty. Terminal appointment will be issued for the 2024-2025 academic year
- 8 (M)** Official retention notice sent to 3rd, 4th and 5th-year faculty (for 4th, 5th & 6th-year reappointments) for the upcoming year from the Provost and EVC
- 10 (W)** UPRTC provides promotion and tenure recommendations to Provost and EVC
- 10 (W)** Deans forward reappointment recommendations for budgeted non-tenured faculty to the Provost and EVC (Reappointment letters are not sent to non-tenured faculty)
- 11-25 (Th-Th)** Provost and EVC forwards promotion and tenure recommendations to the Chancellor for approval and submission to the Board of Trustees
- 11-25 (Th-Th)** Provost and EVC sends official letters of recommendation to promotion and tenure applicants (day before the A-State Board of Trustees meeting). Chancellor's office will send applicants the official notification of promotion and tenure as approved by the A-State Board of Trustees.
- 25 (Th)** Projected Unit goals for FY 2024-2025 from deans and directors due to the Provost and EVC