



## Promotion and Tenure (P&T) Evaluation Process Timetable 2023-2024 Academic Year

College of Arts and Sciences faculty applying for tenure and/or promotion in rank, which would begin in the 2024-2025 academic year, must have their petitions evaluated this year by departmental promotion and/or tenure committee, department chairperson, the College Committee for Promotion & Tenure (CCPT), the CAS dean and the vice president of academic affairs (VPAA). The president and the WU Board of Regents are responsible for final decisions in the spring of 2024.

The following timetable has been set to support your efforts, and you are expected to meet the deadlines.

### **April 20: Promotion & Tenure Workshop**

You are invited to this workshop at 4 p.m. in the Kansas Room in Memorial Union. This workshop is for all candidates who are eligible for promotion and/or tenure. Those petitioning this year are strongly encouraged to attend. In addition, department chairs, CCPT members, and eligible faculty members in departments likely to be evaluating candidates are encouraged to attend.

### **Early June: Student Perceptions**

The CAS office will provide a pdf with summarized data from student perception forms to those going up for mandatory review. (This data may be obtained by request if you are a nonmandatory petitioner.)

### **August 25: Written Intent to Petition Due**

You must notify the CAS dean in writing. Email your intent to petition to the dean and the dean's assistant [dana.king@washburn.edu](mailto:dana.king@washburn.edu). In that email, include the names of possible members for your five-member review committee.

If there are fewer than five eligible faculty in your department, you will submit names of faculty from other departments who are eligible and willing to serve. (Please check with potential committee members before submitting names.) The list must contain twice as many names as there are vacancies. A provided faculty list will aid you.

### **August 29: Promotion & Tenure Workshop**

This second, optional workshop (at 4 p.m. in the Kansas Room in Memorial Union) will be especially timely for those undergoing Third-Year Review during the 2023-24 academic year. New tenure-track faculty attend this session, and anyone petitioning for tenure and/or promotion is welcome to attend.

### **September 8: Dean and CCPT Finalize Committee**

The dean's office will email the petitioning faculty a list of who has been selected to sit on the departmental committee. (The departmental chair and committee members are also cc'd on that email.)

### **September 15: Committee Chair**

Email the CAS dean's office the name of your choice of departmental committee chair. (Please check with the faculty member to discuss willingness to chair.)

## **September 22: Petition Due Date**

Submit your petition to the department chairperson, who will make it available to the departmental committee. No materials may be modified after this date; however, updates may be provided for *previously submitted materials* mentioned in the original petition at any time in the review process. (Examples include things like grants funded and articles or presentations accepted.) You may withdraw your petition at any time during the process and before Dec. 15.

## **October 6: Committee Decision**

By this date, the departmental committee chair will provide written notification of the committee's recommendation to the petitioner and will forward a copy of this notification to the dean's office. This document should include only the decision made by the committee and not any details of the petition evaluation.

## **October 13: Detailed Evaluation**

The departmental committee chair will provide the committee's detailed petition evaluation and recommendation to the department chair. The petitioner will not receive a copy of this detailed document.

## **October 20: Department Chair Decision**

The department chairperson provides written notification of his/her recommendation to the petitioner, with a copy sent to the dean and his assistant. This document should include only the decision made by the department chairperson and not any details of the petition evaluation.

If the departmental committee or the department chair submits a negative recommendation, the petitioner may withdraw the petition by notifying the department chair in writing. The department chair would then forward the written withdrawal notification to the dean's office and would return petition materials to the faculty member.

## **Submitted to Dean**

Also on Oct. 20, the department chairperson will forward the petition documents and the detailed evaluations by the departmental committee and department chairperson to the CAS dean and dean's assistant. The CAS office will make these available to the College Committee on Promotion and Tenure (CCPT). The petitioner should not receive copies of these detailed documents.

## **November 10: CCPT Recommendation**

The chairperson of the CCPT will provide written notification of the CCPT's recommendation to the petitioner, with a copy sent to the dean and the dean's assistant. This document should include only the decision made by the committee and not any details of the petition evaluation.

In the event of a negative recommendation, the petition may be withdrawn by a written request to the chair of the CCPT. The CCPT chair would then forward only the written withdrawal notification to the dean and would return petition materials to the petitioner.

## **November 20: CCPT Recommendation to Dean**

The CCPT's detailed evaluation and recommendation is sent to the dean's office. The petitioner does not receive a copy of this detailed document.

## **December 11: CAS Dean Recommendation**

The CAS dean notifies petitioners in writing of the dean's recommendation. The petition may be withdrawn by written request to the dean before Dec. 15.

### **January 2024: Materials Forwarded to VPAA**

The CAS dean transmits the petition and all associated recommendations to the VPAA for review.

### **Spring 2024: Decision**

During spring semester, the VPAA will make a recommendation to the university president, who then considers and submits the recommendation to the Washburn University Board of Regents (WUBOR). Candidates will be notified of an official decision after WUBOR finalizes the decision.