

**AGREEMENT REGARDING PROMOTION AND TENURE SCHEDULE 2018-2019 (TET)  
AND PROMOTION SCHEDULE 2018-2019 (NTE)  
January 4, 2018**

The University and the AAUP-WSU agree to the following Promotion and Tenure Schedule for 2018-2019 for TET Faculty and the following Promotion Schedule for 2018-2019 for NTE Faculty.

**Promotion and Tenure Schedule for 2018-2019 (TET)**

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| March 19, 2018 (Mon)     | Deadline for candidate to initiate promotion and tenure process via a written request to the Department Chair, with a copy to the Department Promotion and Tenure Committee, and to submit suggested names of external reviewers to the chair of the Department Promotion and Tenure Committee (Sections 13.13.2 and 13.13.3)   |
| April 16, 2018 (Mon)     | Deadline for candidate to submit materials to be sent to the outside reviewers (Section 13.13.3.1)  |
| August 20, 2018 (Mon)    | Deadline for Department Promotion and Tenure Committee to send out request letters soliciting external review (Section 13.13.3.2)   |
| September 10, 2018 (Mon) | Deadline for candidate to submit to the Department Chair the complete Promotion & Tenure document and all materials described in Section 13.11 and subsections (Section 13.13.4)  |
| October 19, 2018 (Fri)   | Deadline for Department Promotion and Tenure Committee and Department Chair to complete review of promotion and tenure document for all candidates, for the Department Promotion and Tenure Committee's recommendation and the Department Chair's letter to be added to each candidate's file, and for the Department Chair to notify each candidate of these additions (Section 13.13.6.1) |
| November 14, 2018 (Wed)  | Deadline for candidate to submit a rebuttal (Section 13.13.7)   |
| November 19, 2018 (Mon)  | Deadline for Department Chair to submit promotion and tenure files to the Dean (Section 13.13.7.1)  |
| January 25, 2019 (Fri)   | Deadline for College Promotion and Tenure Committee and Dean to complete review of all promotion and tenure files, for the College Committee's recommendation and the Dean's letter to be added to each file, and for the Dean to notify each candidate of these additions (Section 13.13.9.1)  |
| February 11, 2019 (Mon)  | Deadline for candidate to submit a rebuttal (Section 13.13.10)  |
| February 15, 2019 (Fri)  | Deadline for Dean to submit promotion and tenure files to the Provost (Section 13.13.10.1)  |

February 26, 2019 (Tues)	Meeting of the University Promotion and Tenure Committee
March 1, 2019 (Fri)	Deadline for the Provost to provide written notification to candidates of the decision and vote of the University Promotion and Tenure Committee (Section 13.13.11.2)
March 15, 2019 (Fri)	Deadline for candidate to notify the Provost and the AAUP-WSU of intent to file an appeal (Section 13.14.1)
March 29, 2019 (Fri)	Deadline for candidate to submit an appeal and supporting documentation (Section 13.14.1)
TBD	President presents candidates to Board of Trustees for approval

#### **Promotion Schedule for 2018-2019 (NTE)**

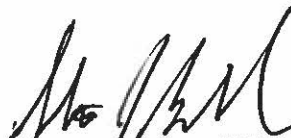
October 12, 2018 (Fri)	Deadline for candidate to initiate the promotion process by submitting to the Department Chair (Dean for candidates at the Lake Campus or in the College of Nursing and Health) the complete Promotion Document (Section 13.5.4.1)
November 2, 2018 (Fri)	Deadline for the Department Chair to (1) review the Promotion Document, (2) add a letter recommending for or against the promotion to the candidate's Promotion File, (3) give a copy of the letter to the candidate, and (4) transmit the Promotion File to the Dean (not applicable for candidates at the Lake Campus or in the College of Nursing and Health)
November 20, 2018 (Tue)	Deadline for candidate to submit to the Dean a rebuttal to the Department Chair's letter (13.5.4.2) (not applicable for candidates at the Lake Campus or in the College of Nursing and Health)
January 18, 2019 (Fri)	Deadline for College Senior Lecturer (Clinical Assistant Professor) Promotion Committee to complete its review of each Promotion File and add its written recommendation to the Promotion File
January 25, 2019 (Fri)	Deadline for the Dean to (1) notify the candidate in writing of the recommendation and vote of the College Senior Lecturer (Clinical Assistant Professor) Promotion Committee, and (2) provide a copy of the College Committee's written recommendation to the candidate
February 11, 2019 (Mon)	Deadline for candidate to submit to the Dean a rebuttal to the College Committee's written recommendation
February 22, 2019 (Fri)	Deadline for the Dean to (1) review the Promotion File, (2) add a letter recommending for or against the promotion to the candidate's Promotion File, (3) give a copy of the letter to the candidate, and (4) transmit the Promotion File to the Provost
March 11, 2019 (Mon)	Deadline for candidate to submit to the Provost a rebuttal to the Dean's letter

- March 25, 2019 (Mon) Deadline for the Provost to (1) review the Promotion File, (2) add a statement to the Promotion File recommending for or against the promotion, (3) give a copy of the statement to the candidate, and (4) forward the Promotion File to the University President for consideration and recommendation to the Board of Trustees. If the Provost disagrees with the Dean's recommendation, he or she will, as part of (2) and (3), add a written explanation to the Promotion File and promptly send a copy to the candidate.
- April 1, 2019 (Mon) Deadline for candidate to notify the University President and the AAUP-WSU Grievance and Contract Administration Officer of her or his intent to file an appeal
- April 15, 2019 (Mon) Deadline for candidate to submit an appeal and supporting documentation to the University President and the AAUP-WSU Grievance and Contract Administration Officer
- TBD President presents candidates who have not filed an appeal to Board of Trustees for approval



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Martin Kich, President  
AAUP-WSU



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Steven J. Berberich, Associate Provost  
for Faculty and Staff Affairs



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Noeleen McIlvenna, Contract Administrator  
AAUP-WSU