

Southwest Tennessee Community College

2024-2025 PROMOTION AND TENURE TIMELINE

The guidelines that follow describe the schedule of activities required for faculty to be considered for promotion to a higher rank or for tenure. Both promotion and tenure processes follow the same schedule.

Fall Semester 2024

Due Dates	Activity
Monday- October 7	Vice President of Academic Affairs announces promotion and tenure application process to all full-time faculty. Eligibility requirements for promotion can be found at Southwest Policy for Faculty Promotion (https://www.southwest.tn.edu/policy/section5/5-02-02-01-37.pdf). Requirements for Tenure can be found at Southwest Policy for Academic Tenure (https://www.southwest.tn.edu/policy/section5/5-02-03-01-38.pdf)
Friday- October 11	Given the TBR (Tennessee Board of Regents) mandated time constraints of this promotion/tenure timeline, faculty who know they meet eligibility requirements should begin compiling their dossiers. (Dossiers are due Monday, January 6th)
Second Monday in October	Each Division Dean submits to the Secretary of the Faculty Senate names of tenured faculty members to serve in the pool for the selection of the College Promotion and Tenure Committee and the Promotion and Tenure Appeals Committee. (These tenured persons should be elected by the division or appointed by the dean and cannot be department chairs, deans, candidates, or relatives of candidates for promotion and/or tenure during this year.) The number of names submitted to the Secretary of the Faculty Senate by the Division Dean is equal to the number members that the division has as senators, both on departmental and division levels.
Thursday- October 24	Applicants can start sending their letter of intent to apply for promotion or tenure to the Vice President of Academic Affairs with copies to the Department Chair and Dean. It is the sole responsibility of the faculty member to initiate the promotion or tenure application process by sending the letter.
Tuesday- November 5	Letters of intent to apply for promotion or tenure must be received by Vice President of Academic Affairs' office, Department Chairs and Deans by the close of business.
Thursday- November 7	Department Chairs and Deans, in collaboration with Human Resources Office, verify the eligibility of applicants for tenure and promotion and send the list(s) to the Vice President of Academic Affairs. Faculty submit the Promotion and Tenure Eligibility Form to begin the verification process. (applicants meet with Division Dean)
Thursday- November 14	Department Chairs post and distribute eligibility lists to applicants and departmental faculty.
Tuesday- November 19	The Faculty Senate President randomly selects from the elected departmental pool the names of seven faculty and three alternates for the <i>College Promotion and Tenure Committee</i> and seven faculty and three alternates for the <i>College Promotion and Tenure Appeals Committee</i> . The selected names are sent to the Vice President of Academic Affairs for certification and notification of membership on the committees. The President of the College may add committee members from the overall faculty to achieve balance, (academic representation by discipline) on the committees.
Thursday- November 21	Any faculty member who submitted a letter of intent, who is not verified as eligible, and who wants to appeal, must do so in writing to the Vice President of Academic Affairs within five (5) working days of the distribution date of the eligibility list.
Wednesday- December 11	Appeal decisions on eligibility will be completed by the <i>Promotion and Tenure Appeals Committee</i> and conveyed to the individual and the Vice President of Academic Affairs.

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Spring Semester 2025

Due Dates	Activity
Monday - January 6	<p>Individual faculty who are eligible must submit a formal letter of application and complete a digital dossier. The candidate should prepare the dossier according to the required format. Each candidate is responsible for providing the required documentation. The dossier will be made available to the departmental members for review.</p> <p>Any request for “Stopping the Tenure Clock” must be received by the department chair by this date. Please review Southwest Policy No. 5:02:03;01/38, III E. 3. For specific information.</p> <p>Applicant access to digital dossier will be removed at end of business day. Department Members access to be granted in View only mode</p>
Monday- January 13	<p>The department chair convenes the Departmental Promotion and Tenure Committee (consisting of all tenured department members) and requests of them in writing the committee's recommendation of the candidate in the form of a vote to recommend or not to recommend the candidate. The committee will review the dossiers and vote by secret ballot.</p> <p>Department Members access to be removed by end of day Department Chairs access to be granted in contribute mode</p>
Tuesday- January 21	<p>The department chair completes the following items in the dossier: 1.1 Recommendation Signature Page – Department portion 2.1 Chair Recommendation Letter</p> <p>Department Chairs access will be removed at end of business day Division Dean access to be granted in contribute mode</p>
Tuesday- January 28	<p>The Division Dean completes the following items in the dossier: 1.1 Recommendation Signature Page – Dean portion 2.2 Dean Recommendation Letter</p> <p>Division Dean access will be removed at end of business day College Promotion and Tenure Committee Chair access to be granted in contribute mode College Promotion and Tenure Committee Members access to be granted in view only mode</p>
Thursday- February 6	<p>The College Promotion and Tenure Committee votes to recommend or not recommend each applicant by secret ballot</p> <p>The College Promotion and Tenure Committee Chair completes the following items in the dossier: 1.1 Recommendation Signature Page – College P/T portion</p> <p>College Promotion and Tenure Committee Chair and Committee Members access will be removed by end of business day VPAA begins review of digital dossier</p>
Thursday- February 20	<p>The Vice President of Academic Affairs reviews the dossier of each candidate and the recommendations of the Departmental Promotion and Tenure Committee, department chair, dean, and the <i>College Promotion and Tenure Committee</i>. The Vice President of Academic Affairs makes a recommendation to the President of the College on each candidate for promotion or tenure considering qualifications, recommendations, existing needs. The Vice President of Academic Affairs will notify in writing all candidates, those recommended and those not recommended.</p>
Monday- February 24	<p>Applicants can review their dossiers, including all correspondence. This process is for <u>review only</u>. No modification will be allowed to the faculty dossier.</p> <p>Applicant access to be granted in view only mode for the day.</p>

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Monday March 3	Any candidate who wishes to appeal the Vice President of Academic Affairs' recommendation must do so in writing to the President within five (5) working days of the notification of the recommendation.
Friday- March 7	If there are appeals, the President will notify the <i>Promotion and Tenure Appeals Committee</i> in writing , no later than one week after the President receives a written appeal. <i>Promotion and Tenure Appeals Committee Members access to be granted in View only mode</i>
Friday- March 14	The <i>Promotion and Tenure Appeals Committee</i> reviews contested case(s) and submits recommendations regarding appeals to the President . The Appeals Committee may obtain clarification on issues from candidates or persons providing recommendations. <i>Promotion and Tenure Appeals Committee Members access to be removed by end of business day</i>
April 1-14	The President reviews the dossier and recommendations for each candidate, reviews any appellate action, and submits to the Chancellor a listing of all persons being recommended for promotion and/or tenure .
April 21	The President informs the applicants and appropriate supervisors in writing of the college's recommendation.
July	Upon notification of action taken by TBR, the President will notify the candidate within two (2) weeks of TBR action. A copy of the letter will be sent to the Vice President of Academic Affairs, Dean, Department Chair and Director of Human Resources.
August	Each dossier will be available to the faculty member in edit mode at the completion of the promotion and tenure process.