

**GEORGIA SOUTHERN UNIVERSITY
COLLEGE OF EDUCATION
TENURE AND PROMOTION CALENDAR, 2009-2010
(ACTIONS EFFECTIVE FALL 2010)**

September 1, 2009

Department Chairs will have convened all tenured faculty to elect the chairs of the Departments' Tenure Committees and Promotion Committees.

September 1, 2009

Faculty will have notified the Department Chair indicating whether or not they will request Tenure and/or Promotion.

September 4, 2009

Faculty seeking promotion and/or tenure will attend an information and advisement session conducted by members of the Tenure and Promotion Committee, COE Dean, and Associate Provost.

September 1-21, 2009

Candidates prepare files. NOTE: Some departments may require an earlier deadline in order to complete reviews.

September 21, 2009

Candidates turn in all materials to Department Chair for review by the Department's Tenure and Promotion Committee. (At this time all Tenure and/or Promotion materials are locked and cannot be changed without approval of the Dean.) NOTE: Some departments may require an earlier deadline in order to complete reviews.

October 9, 2009

Departmental Tenure and Promotion Committees review and written recommendations submitted to Department Chair.

October 16, 2009

Department Chair notifies candidates of Departmental support/no-support, the appeals process (if applicable), and notifies the Dean of all suggested actions. NOTE: Unless a candidate withdraws his/her documents, they continue to the next level of review. (All materials to Dean's Office by noon.)

October 19, 2009

Dean submits all relevant documents and Tenure and Promotion files to the Chair of the College's Tenure, Promotion and Welfare Committee.

November 3, 2009

Tenure, Promotion and Welfare Committee submits written recommendations and files to the Dean.

November 30, 2009

Dean notifies candidates of College support/non-support and the appeals process, if applicable.

December 4, 2009

Dean sends all required materials and his/her recommendations for Promotion and/or Tenure to the Provost/VPAA.