

## **Tenure Application Schedule**

*Reference ACCD DGC LOCAL procedures*

This document is to be used by the faculty member during the year in which application for tenure is made. This allows the applicant to keep track of the steps and deadlines in the tenure process.

- \_\_\_\_\_ 1. By September 15: Letter requesting permission to apply for tenure sent by faculty member to president with copies to the chair and the dean.
- \_\_\_\_\_ 2. By October 1: Letter granting or denying permission to apply for tenure sent to faculty member by president.
- \_\_\_\_\_ 3. By October 1: Department tenure committee elected.
- \_\_\_\_\_ 4. By November 1: Faculty member submits dossier to chair.
- \_\_\_\_\_ 5. By November 15: Chair reviews dossier and notifies faculty member of any deficiencies.
- \_\_\_\_\_ 5a. 10 working days Faculty member corrects any deficiencies and resubmits dossier.
- \_\_\_\_\_ 6. By February 1: Department tenure committee receives faculty member's tenure dossier.
- \_\_\_\_\_ 7. By February 15: Department tenure committee forwards dossier and recommendation to chair.
- \_\_\_\_\_ 8. By March 1: Department chair forwards dossier and recommendation to dean.
- \_\_\_\_\_ 9. By March 1: Department chair notifies candidate in writing as to the recommendation being forwarded.
- \_\_\_\_\_ 10. By March 21: Dean forwards dossier and recommendation to the vice-president.
- \_\_\_\_\_ 11. By March 21: Dean notifies candidate in writing as to the recommendation being forwarded.
- \_\_\_\_\_ 12. By April 15: Vice-president forwards dossier and recommendation to the president.
- \_\_\_\_\_ 13. By April 15: Vice-president notifies candidate in writing as to the recommendation being forwarded.
- \_\_\_\_\_ 14. President makes a timely submission of recommendations to the Chancellor (normally before the May ACCD Board meeting).
- \_\_\_\_\_ 15. President notifies candidate in writing as to the recommendation being submitted.
- \_\_\_\_\_ 16. Subsequent to the Board's action, the president notifies candidate in writing of tenure status.