

*Tenure-track faculty are hired on an initial two-year contract, with reconsideration for a second two-year contract in the fall semester of their second year of service. Review for reappointment to a final three-year contract occurs in the spring semester of the third year of service. Clinical-track faculty are on two-year, three-year or five-year contracts based on rank. Adjustments to reflect tenure- and clinical-track credit upon hire are shown on the back of this schedule.

REAPPOINTMENT FOR TWO-YEAR, THREE-YEAR & FIVE-YEAR CONTRACTS FOR TENURE- and CLINICAL-TRACK FACULTY*

Please check with your college office to determine the portfolio submission and college review deadlines.

October 15, 2021	College dean/library director recommendations due to Provost for administrative review
December 3, 2021	Faculty notification from Provost

REAPPOINTMENT FOR THREE-YEAR CONTRACT FOR TENURE-TRACK FACULTY ONLY for FACULTY APPOINTED IN 2019-2020*

Please check with your college office to determine the portfolio submission and college review deadlines.

February 28, 2022	College dean/library director recommendations to Provost for administrative review
April 22, 2022	Faculty notification

APPRAISAL OF CONTRACT FACULTY for 2022-2023 REAPPOINTMENTS (Instructors/Contract Assistant Professors, etc.)

Please check with your college office to determine the portfolio submission and college review deadlines.

March 4, 2022	College dean/library director forwards appraisal to Provost
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ANNUAL REPORTS (Send under separate cover, not with appraisals)

January 11, 2022	Annual report reminder sent to all faculty by college administrative associates
February 11, 2022	Annual reports to college dean/library director
March 14, 2022	College dean/library director forwards all reports to Provost on this date, or later if needed for salary decisions

TENURE/PROMOTIONS EVALUATIONS**

May 28, 2021	Intent to apply for full professor submitted to college dean/library director
June 1, 2021	College dean/library director works with CETL to coordinate CPS data with OPRA
September 30, 2021	Deans/library director submit department and college review committees and review timeline to Provost Office
October 4, 2021	Applicants submit portfolios electronically to Provost Office.
November 22, 2021	Recommendations of College Promotions Committee to college dean/library director
January 17, 2022	Tenure/Promotion Appraisal forms with college dean/library director recommendations to due to Provost Office
March 11, 2022	Recommendations of University Promotions Committee to Provost
April 11, 2022	Provost and University Promotions Committee recommendations to President
April 22, 2022	President's recommendations to Board of Trustees (BOT Mtg 5-6-22)

LEAVE OF ABSENCE (During 2022-2023 Academic Year)**

September 13, 2021	Applications to college dean
October 4****	Applications to Provost with recommendation from college dean/library director

**Revisions to University Handbook will be forthcoming Summer 2021.

***Date remains the same each year per University Handbook
<http://www.usi.edu/provost/faculty-resources/personnel-decisions>

HOW TO CALCULATE TENURE DATES

Refer to University Faculty Handbook, Item III

D. Criteria for Promotion and Tenure; and

E. Process for Promotion and Tenure for Rank-Eligible Teaching and Library Faculty.

Hire date: August 2021

Credit toward tenure: 0 Years

2021-22 = 1 (1st year of 2-year contract)

2022-23 = 2 (2nd year of 1st 2-year contract- Review in fall of 2022 for 2nd – 2-year contract)

2023-24 = 3 (1st year of 2nd 2-year contract- Review in spring 2024 for final 3-year contract)

2024-25 = 4 (2nd year of 2nd year contract)

2025-26 = 5 (1st year of final 3-year contract)

2026-27 = 6 (2nd year of final 3-year contract-UP FOR TENURE REVIEW)

2027-28 = 7 (Tenured or terminal year)

Tenure Decision: Spring 2027

Tenure Effective: Fall 2027

Offer letter will read: “You are eligible to apply for tenure in your sixth (6th) year of full-time service at the University of Southern Indiana.”

Hire date: August 2021

Credit toward tenure: 1 Year

2021-22 = 2 (2nd year of 1st 2-year contract- Review in fall 2021 for 2nd – 2-yr contract)

2022-23 = 3 (1st year of 2nd 2-year contract – Review in spring 2023 for final 3-yr contract)

2023-24 = 4 (2nd year of 2-year contract)

2024-25 = 5 (1st year of final 3-year contract)

2025-26 = 6 (2nd year of final 3- UP FOR TENURE REVIEW)

2026-27 = 7 (Tenured or terminal year)

Tenure Decision: Spring 2026

Tenure Effective: Fall 2026

Offer letter will read: “You will be eligible to apply for tenure in your fourth (4th) year of full-time service at the University of Southern Indiana”.