

***Tenure eligible 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. COVID timeline extensions taken will affect reappointments and tenure timeline. Adjustments to reflect tenure credit upon hire are shown on page 2 of this document.**

REAPPOINTMENT REVIEW FOR TENURE TRACK FACULTY FOR TWO-YEAR CONTRACT*

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

October 13, 2023 College dean recommendations due to Provost for administrative review

December 1, 2023 Faculty notification from Provost

REAPPOINTMENT REVIEW FOR TENURE TRACK FACULTY FOR THREE-YEAR CONTRACT*

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

February 26, 2024 College dean/library director recommendations to Provost for administrative review

April 19, 2024 Faculty notification

REAPPOINTMENT REVIEW FOR CLINICAL TRACK FACULTY

Please check with your college Dean to determine submission deadlines.

APPRAISAL OF CONTRACT FACULTY for 2024-2025 REAPPOINTMENTS. (Instructors, Contract Assistant Professors, etc.)

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

March 4, 2024 College dean/library director forwards appraisal to Provost

ANNUAL REPORTS (Send under separate cover, not with appraisals)

January 10, 2024 Annual report reminder sent to all faculty by college administrative associates

February 9, 2024 Annual reports to college dean/library director

March 11, 2024 College dean/library director forwards all reports to Provost on this date, or later if needed for salary decisions

PROMOTION/TENURE DECISIONS

May 26, 2023 Faculty submits intent to apply for full professor to college dean/library director

June 1, 2023 College deans/library director notifies CETL to initiate coordination of portfolio logistics (SET/CPS data, etc.)

September 29, 2023 College deans/library director submit department and college review committee member names and review timeline to Provost's Office and CETL

October 2, 2023 Faculty applicant deadline to upload portfolio documents electronically for Provost's Office.

November 20, 2023 College Review Committee(s) recommendations due to college dean/library director

January 15, 2024 College dean/library director submits recommendations to Provost's Office
****Note: Faculty applicants may request University Promotions Committee (UPC) review within 7 business days of Dean/ Director's notification of recommendation to Provost, if applicable; automatic submission to UPC when reviews lack agreement**

January 24, 2024 Faculty applicants request to University Promotions Committee**

March 11, 2024 University Promotions Committee submits recommendations to Provost **

April 3, 2024 Provost recommendations to President

April 15, 2024 President recommendations to Board of Trustees (BOT Meeting 5-3-24)

LEAVE OF ABSENCE (During 2024-2025 Academic Year)

September 1, 2023 Applications to college dean

October 4, 2023 Applications to Provost with recommendation from college Dean; Note: Date consistent every year

HOW TO CALCULATE TENURE DATES

Refer to [University Faculty Handbook](#), Item III
Section D. Criteria for Promotion and Tenure; and
Section E. Process for Promotion and Tenure for Rank-Eligible Teaching and
Library Faculty.

Hire date: August 2023
Credit toward tenure: 0 Years

2023-24 = 1 (1st year of 2-year contract)
2024-25 = 2 (2nd year of 1st 2-year contract- Review in fall 2024 for 2nd two-year contract)
2025-26 = 3 (1st year of 2nd 2-year contract- Review in spring 2026 for final 3-year contract)
2026-27 = 4 (2nd year of 2nd year contract)

2027-28 = 5 (1st year of final 3-year contract)
2028-29 = 6 (2nd year of final 3-year contract-Tenure review starts fall 2028)
2029-30 = 7 (Tenured or terminal year)

Tenure Decision: Spring 2029
Tenure Effective: Fall 2029

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 2023
Credit toward tenure: 1 Year

2023-24 = 2 (2nd year of 1st 2-year contract- Review in fall 2023 for 2nd – 2-yr contract)
2024-25 = 3 (1st year of 2nd 2-year contract – Review in spring 2025 for final 3-yr contract)
2025-26 = 4 (2nd year of 2-year contract)

2026-27 = 5 (1st year of final 3-year contract)
2027-28 = 6 (2nd year of final 3-year contract-Tenure review starts fall 2027)
2028-29 = 7 (Tenured or terminal year)

Tenure Decision: Spring 2028
Tenure Effective: Fall 2028

Offer letter will read: "You are eligible to apply for tenure in your fifth (5th) year of full-time service at the University of Southern Indiana."