Timeline for Tenure and Promotion Applications in CMIX

1. **First Week** of the Fall semester: each candidate expresses intention to the School Director and the T&P Committee Chair, and gets their advice on how to proceed.
   - If the advice is to proceed in the current academic year, the T&P Committee Chair will notify all committee members.
2. **October 15**: the applicant submits all required application materials by the University to the Director, including
   a) 8 nominations for arm's-length evaluators (see Appendix 1).
3. **November 15**: the T&P Chair:
   a) Compiles at least 8 additional arm's-length evaluators from the Director and T&P committee members, and
   b) Contacts 8 names from 2.a and 3.a external reviews with a deadline of January 10.
4. **January 15:** the T&P Chair:
   - Distributes all application materials and external letters to committee members, and
   - Organizes at least one committee meeting to discuss the application dossier.
5. **January 31**: the T&P Chair:
   - Sends a detailed committee recommendation to the Director, with committee evaluations on the applicant's teaching, research/scholarship, and service.
6. **February 10**: the School Director
   - Organizes a faculty vote by all those faculty members who are already at the applying-for rank or above (see Appendix 2);
   - Writes a Letter of Recommendation to the Dean; and
   - Submits the application dossier with all of the above information.

Appendix 1: Selection of Arm's-Length Evaluators

Arm's-length evaluators are individuals who do not have a significant personal relationship with the candidate. Former students, thesis advisors, colleagues, co-authors, or collaborators, for example, generally do not constitute arm's-length evaluators. Also, arm's-length evaluators should

1. Be acknowledged scholars and practitioners in the discipline of the candidate at other institutions. These scholars and practitioners should be capable of providing an objective, informed assessment of the candidate's work.
2. Be tenured at their home universities (and for promotion to the rank of Professor, have the same or an equivalent rank), if they come from academia.
3. Have expertise in at least one of the candidate's research areas.

"Arm's-length" evaluators will be solicited to provide external reports on tenure and promotion applications. The T&P Committee Chair will provide the arm's-length reviewers with a dossier

prepared by the candidate including all pertinent facts regarding the candidate, with access to the candidate's representative publications and other creative work, and will ask them for comments on

- the quality of the candidate's research,
- the candidate's research contributions to his/her research field,
- the candidate's productivity relative to other academics at a similar stage in their career,
- the candidate's potential as a research leader, and
- the publication and review standards of the journals and conference proceedings in which the candidate has published, and their standings in the discipline.

1.1 The Selection Process for arm's length evaluators

1. The candidate is asked to provide 8 nominations.
2. The T&P Chair compiles 8 other names from other sources, including the Director and committee members.

The T&P Chair selects and contacts 8 names from the combined list, generally with half from the candidate's list. In extraordinary cases, exceptions may be worked out by the T&P Chair and Director with the candidate, and the T&P Chair will document the reason for all adjustments. In the recommendation letter, the T&P Chair will list the final 8 names and mention which individuals were nominated by the candidate and which were solicited by the T&P Chair independently. In all cases, the T&P Chair should provide a clear explanation of the professional qualifications of the evaluators and the process by which they were selected.

Appendix 2. Faculty Input and Eligible Voters for Tenure and Promotion Reviews

2.1 Faculty Input and Schedule for P&T Reviews

The Director should set an appropriate schedule for each T&P review, so that the completed application dossier will be ready for faculty review at least 1 week before the submission deadline to the Dean's Office.

Once the application dossier is ready for faculty review, all faculty members, tenured and untenured (including tenure-track/tenured faculty and Instructors) will be invited to review the dossier and share their advice concerning the candidate with the Director within a week. The feedback will be documented in the Director's recommendation.

Within a week after the dossier is complete, the Director will convene (i) a closed meeting session for all eligible voters (as defined in Section 2.2) to vote on whether or not to recommend the candidate's application. This vote will be recorded in the Director's rcommendation. After the above faculty feedback and eligible voters' vote, the Director will

decide whether or not to recommend the candidate's application, and will inform the candidate with a detailed Chair's Evaluation.

2.2 Eligible Voters for Tenure and Promotion Reviews

When a candidate applies for promotion to a particular rank, only those faculty members who are already at this rank or above are eligible voters.

- For a tenure application, only tenured faculty members are eligible voters.
- For a promotion application to Associate Professor, only Associate Professors and Professors are eligible voters.
- For a promotion application to Professor, only Professors are eligible voters.

The Director is not an eligible voter.