

**OFFICE OF THE PROVOST, HOWARD UNIVERSITY**  
**ACADEMIC YEAR 2017-2018 REVIEW SCHEDULE FOR APPLICATIONS**  
**FROM CANDIDATES FOR PROMOTION AND/OR TENURE**

**MONDAY, AUGUST 21, 2017:** The deadline for candidates for promotion and/or tenure to submit completed applications and supporting documentation to the department chairperson. (At their discretion, deans may require an earlier submission deadline to allow adequate time for the evaluation of the application.) Each file must be evaluated by four external reviewers. The candidate must submit the names of two external reviewers. The committee of all tenured departmental faculty and the department chair will recommend the two other external reviewers. The reviewers should be experts in the same discipline as the candidate and hold academic appointments at research universities or other comparable institutions. The chair of the department or the chair of the departmental Appointments, Promotions and Tenure (APT) Committee will contact the external reviewers to request the evaluations. Candidates must not contact prospective external reviewers to request evaluations of their work. External reviewers are required to evaluate the quality of the candidate's research and publications (and/or comparable creative work products) and their impact on the field. They may also be asked to comment on other aspects of the candidate's file.

**MONDAY, OCTOBER 2, 2017:** Deadline for completed application files, including the recommendations of external reviewers and required documentation of teaching success in the form of student course evaluations, to be made available to the department APT committee for purposes of evaluation.

**MONDAY, OCTOBER 23, 2017:** Deadline for completing reviews<sup>1</sup> at the departmental level and notifying candidates in writing of the recommendations of both the department chairperson and the department APT committee. If the recommendation is to deny tenure/promotion, the department chair also informs the candidate of the right to request reconsideration.<sup>2</sup>

**TUESDAY, NOVEMBER 7, 2017:** Deadline (prior to referral of file to the Dean) for submitting to candidates a written statement of the reasons for a negative departmental decision, unless candidates expressly relinquish this right in writing to the department chairperson.

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<sup>1</sup> The department APT and the department chair each conduct and prepare a written evaluation of the candidate's research, creative activity and publications; teaching; service; and professional development.

<sup>2</sup> The candidate's file is not transmitted to the dean for review at the college/school level until any reconsideration is completed at the level of the department.

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**MONDAY, NOVEMBER 20, 2017:** Deadline for candidates who are denied a positive recommendation for tenure/promotion to submit a written request for reconsideration—including any “new information”—of negative decisions at the departmental level.

**MONDAY, DECEMBER 11, 2017:** Deadline for written explanations of departmental final decisions after reconsideration and the reasons for these decisions to be provided to candidates.

**WEDNESDAY, DECEMBER 13, 2017:** Deadline for the department chairperson to submit to the dean of the college/school—for transmittal to the college/school APT committee—the completed files<sup>3</sup> and supporting documentation of all candidates for promotion and/or tenure, along with the recommendations<sup>4</sup> concerning promotion and/or tenure and the written evaluations of both the department chairperson and the department APT committee of each candidate’s performance in the areas of (1) research, creative activity and publications, (2) teaching/instruction, (3) service and (4) professional development.

**MONDAY, FEBRUARY 5, 2018:** Deadline for candidates for promotion or tenure to be notified of the recommendations<sup>5</sup> of the dean and the college/school APT committee.

**FRIDAY, FEBRUARY 16, 2018:** Deadline for the dean or the college/school APT committee, as applicable, to provide written explanations of their negative decisions regarding promotion or tenure to candidates who request a written explanation.

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<sup>3</sup> The files of all candidates for promotion or tenure, irrespective of whether the recommendations are positive or negative, are submitted for review at the college/school level, unless a candidate expressly requests in writing that her/his application be withdrawn from consideration.

<sup>4</sup> For a recommendation of either tenure or promotion, the department APT committee also provides the results of its vote for each decision; i.e., number for, against or abstaining.

<sup>5</sup> In addition to a recommendation concerning promotion and/or tenure, both the college/school APT and the dean conduct and prepare a written evaluation of the candidate’s research, creative activity and publications; teaching; service; and professional development. Actual written assessments of performance in each of these areas are required and not simply minutes of action taken by the committee.

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**FRIDAY, FEBRUARY 23, 2018:** Date for receipt in the Office of the Provost of the completed application files<sup>6</sup> (including all supporting documentation, recommendations and written evaluations from all prior review levels) of **only** those candidates for tenure and/or promotion who did **not** receive negative recommendations from either the dean or the college/school APT committee.

**FRIDAY, MARCH 2, 2018:** Deadline for candidates to submit to the dean written replies to negative recommendations at the college/school level and to request reconsideration.

**FRIDAY, MARCH 9, 2018:** Deadline for the dean to communicate to the candidate in writing the final decision from any reconsideration of a negative recommendation at the college/school level.

**WEDNESDAY, MARCH 14, 2018:** Deadline for candidates reviewed for tenure or promotion to **appeal** a final negative decision from either the dean or the college/school APT committee. The appeal **must** be filed in writing with **both** the dean **and** the Faculty Grievance Commission (FGC) and **must** be based on one or more of the grounds stipulated in Section 2.8.4.B. of the *Faculty Handbook*. The files of candidates who have filed appeals with the FGC are **not** transmitted to the Provost until the grievance process is completed.

**FRIDAY, MARCH 16, 2018:** Date following the completion of reconsideration of all negative recommendations at the college/school level for receipt in the Office of the Provost of the remaining completed application files, with supporting documentation and recommendations and evaluations from all prior review levels, of candidates for tenure and/or promotion. The files of candidates who have filed appeals with the FGC are **not** transmitted to the Provost until the grievance process is completed. However, the files of all other candidates, irrespective of whether the recommendations are positive or negative, are submitted to the Provost for review, **unless** a candidate expressly requests in writing to the dean that her/his application be withdrawn from consideration.

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<sup>6</sup> The college/school APT **and** the dean each conduct and prepare a written evaluation of the candidate's research, creative activity and publications; teaching; service, and professional development. For a recommendation of either tenure or promotion, the college/school APT committee **also** provides the results of its vote for each decision; i.e., number for, against or abstaining. APT committees are cautioned to take care **NOT** to include with the completed file of a candidate the results of action pertaining to the application of another candidate.