

OFFICE OF THE PROVOST, HOWARD UNIVERSITY
ACADEMIC YEAR 2018-2019 REVIEW SCHEDULE FOR APPLICATIONS
FROM CANDIDATES FOR PROMOTION AND/OR TENURE

This document is intended to provide guidance to candidates and administrators regarding the University's APT process. This document does not create any contractual terms between faculty members and the University or its administrators. This document does not change any of the terms of the University's Faculty Handbook.

TUESDAY, MAY 15, 2018: Deadline for candidates for promotion and/or tenure to (1) notify the department chair they intend to submit an application for promotion and/or tenure; and (2) submit to the department chair the names of two external reviewers. External reviewers must be experts in the same discipline as the candidate. Except in exceptional circumstances and subject to the bylaws of the individual school/college, the external reviewers will hold academic appointments at research universities or other comparable institutions at least at the rank the candidate is seeking.

FRIDAY, JUNE 1, 2018: Deadline for department APT chair to send invitations to external reviewers (department chair should be Cced). In these invitations, the department APT chair shall (1) inform external reviewers the candidate's curriculum vitae and publications shall be submitted to the external reviewers by a member of the department APT committee by 8/20/18; (2) inform external reviewers that the external reviewers' evaluations of the candidates must be received by the chair of the department APT committee by 9/21/18; (3) provide a clear and detailed explanation of the school/college's APT standards/criteria; and (4) provide a clear statement of the need for thoughtful evaluation of specific aspects of the candidate's performance (i.e., the quality of the candidate's research and publications, and/or comparable creative work products and their impact on the field) per those standards. The department APT chair will have two months, until August 1, 2018, to complete the process of finalizing a list of four confirmed external reviewers.

WEDNESDAY, AUGUST 1, 2018: Deadline for department APT chair to notify the department chair of the names of the four confirmed external reviewers.

FRIDAY, AUGUST 17, 2018: Deadline for candidates for promotion and/or tenure to submit completed applications and supporting documentation to the department chair. (At their discretion, deans may require an earlier submission deadline to allow adequate time for the evaluation of the application. Written notice of the deadline must be provided to all candidates.)

MONDAY, AUGUST 20, 2018: Deadline for department APT chair to send candidate CVs and publications to external reviewers. External reviewers will have one month to complete the evaluations.

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FRIDAY, SEPTEMBER 21, 2018: Deadline for external reviewers to submit their evaluations to the chair of the department APT committee.

MONDAY, SEPTEMBER 24, 2018: Deadline for completed application files to be sent by the department chair to the department APT committee for purposes of evaluation. 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. Actual written assessments of performance in each of these areas are required and not simply minutes of action taken by the committee. These assessments are completed in Section II (department APT) and Section III (department chair) of the APT application form.

MONDAY, OCTOBER 15, 2018: Deadline for completing reviews at the departmental level and for the department chair to notify the candidate in writing of the recommendations of both the department chairperson and the department APT committee. If the recommendation is to not endorse the candidate's application for tenure/promotion, the department chair also informs the candidate of the right to request reconsideration and the procedure for doing so.

MONDAY, OCTOBER 29, 2018: Deadline (prior to referral of file to the dean) for the department chair to submit to candidates who have received a negative decision from either the department chair or the departmental APT committee, a written statement of the reasons for the negative departmental decision, unless candidates expressly relinquish this right in writing to the department chairperson. The candidate's file is not transmitted to the dean for review at the school/college level until any reconsideration is completed at the level of the department.

MONDAY, NOVEMBER 12, 2018: Deadline for candidates who have received a negative departmental decision to submit to the department chair a written request for reconsideration and response to the statement from the chair stating the reasons for the negative decision, including any "new information."

MONDAY, DECEMBER 3, 2018: Deadline for the department chair to inform the candidate in writing of the final departmental decision after reconsideration and provide a written explanation of that decision.

WEDNESDAY, DECEMBER 5, 2018: Deadline for the department chairperson to submit to the dean of the school/college—for transmittal to the school/college APT committee—the completed files and supporting documentation of all candidates for promotion and/or tenure, along with the recommendations concerning promotion and/or tenure (including the number of department APT committee votes for, against, absent, and abstaining) 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, (3) service and (4) professional

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

FRIDAY, FEBRUARY 1, 2019: Deadline for dean to notify candidates in writing of the recommendations of both the dean and the school/college APT committee. In addition to a recommendation concerning promotion and/or tenure, both the school/college 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. These assessments are completed in Section IV (school/college APT) and Section V (dean) of the APT application form.

MONDAY, FEBRUARY 4, 2019: Deadline for the dean to send to the Office of the Provost the completed application files of **only** those candidates for tenure and/or promotion who did not receive negative recommendations from either the dean or the school/college APT committee. The completed application files must include all supporting documentation, recommendations and written evaluations from all prior review levels. For a recommendation of either tenure or promotion, the school/college APT committee also provides the results of its vote for each decision; i.e., number for, against, absent, or abstaining. The files of candidates who have filed appeals with the Faculty Grievance Commission (FGC) are **not** transmitted to the Provost until the grievance process is completed.

FRIDAY, FEBRUARY 15, 2019: Deadline for the dean or the school/college APT committee, as applicable, to provide written explanations of their negative recommendations regarding promotion or tenure to candidates who request a written explanation.

FRIDAY, MARCH 1, 2019: Deadline for candidates to submit to the dean written replies to negative recommendations at the school/college level.

FRIDAY, MARCH 29, 2019: Deadline for the dean to communicate in writing to the candidate and the department the final decision from any reconsideration of a negative recommendation at the school/college level.

FRIDAY, APRIL 19, 2019: Deadline for candidates reviewed for tenure or promotion, or their respective departments, to appeal a final negative decision from either the dean or the school/college APT committee to the Faculty Grievance Commission (FGC). The appeal **must** be filed in writing with **both** the dean and the FGC and must be based on one or more of the grounds stipulated in Section 2.8.4.B. of the *Faculty Handbook*.

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MONDAY, APRIL 22, 2019: Final date for transmission of all applications, except those appealed to the FGC, to the Office of the Provost. Applications must include the complete 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.