

**OFFICE OF THE PROVOST, HOWARD UNIVERSITY**  
**ACADEMIC YEAR 2020-2021 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 Appointments, Promotions and Tenure (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. *This document is subject to change in accordance with the 2020-2021 Academic Calendar, which has not yet been finalized due to the COVID-19 pandemic.***

**FRIDAY, MAY 15, 2020:** *Promotion & Tenure ePortfolio Submission Portal* opens at 12:00 a.m. Eastern Daylight Time (EDT). Click [here](#) to request access to the portal. The ePortfolio shall contain a completed “Faculty Application for Promotion and/or Tenure” form, with the names of two external reviewers recommended by the candidate<sup>1</sup>; a current curriculum vitae; and documentation of the candidate’s record in the areas of teaching, scholarship, and service. While different information may be relevant or appropriate to various fields, in general this documentation should address the applicant’s (1) educational and professional qualifications<sup>2</sup>, (2) teaching experience<sup>3</sup>, (3) scholarship<sup>4</sup>, and (4) service<sup>5</sup>.

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<sup>1</sup> External reviewers are experts in the applicant’s area of research or creative production and who are affiliated with a research university other than Howard University or a comparable institution (e.g., federal agencies, such as NIH, NSF, NEA, HRSA; national laboratories, such as Brookhaven National Laboratory, FermiLab; policy institutes, such as Brookings Institution, Rand Corporation, the Wilson Center; national professional organizations, such as American Psychological Association, American Medical Association, American Historical Association). Each external reviewer should hold the academic rank of Associate Professor (or its equivalent) or higher.

<sup>2</sup> Besides a complete and current curriculum vitae containing information of past educational and professional experience, this documentation may include copies of relevant certificates and awards, copies of performance evaluations given to the applicant since his/her last change in faculty rank or tenure status, and any other relevant professional material that the candidate wishes to be considered in the tenure review process. The performance evaluations are intended to promote faculty development; are designed, in part, to establish a comprehensive record regarding areas of professional growth and development over time; and may be used to provide guidance when determining whether a faculty member will be recommended for promotion and/or tenure. They may not, however, substitute for the promotion and tenure procedures described in Section D2 of the Faculty Handbook.

<sup>3</sup> Results of student course evaluations are required. This documentation should also include copies of course syllabi and other materials, descriptions of courses taught, and evaluations of the applicant’s classroom performance conducted by faculty colleagues and the department chairperson (or the dean in schools without departments).

<sup>4</sup> This documentation should include copies of research publications or evidence of creative work appropriate to the applicant’s field or discipline; evidence of externally sponsored research grants, contracts, or awards; copies of presentations at conferences, seminars, or symposia; and status reports on any work that is under review for publication or presentation.

<sup>5</sup> This documentation should include evidence of service to the department, the school/college, the University, and the wider community; evidence of leadership in professional associations; and evidence of participation in other professional activities (e.g., serving on editorial boards and reviewing manuscripts and grant applications).

**FRIDAY, AUGUST 14, 2020:** Deadline for candidates for promotion and/or tenure to complete the “Faculty Application for Promotion and/or Tenure” form, assemble supporting documentation, and submit the entire portfolio in electronic form (hereinafter referred to as the “ePortfolio”) via the *Promotion & Tenure ePortfolio Submission Portal* to the department chair or the dean in schools without departments (i.e., the Schools of Divinity, Law, and Social Work). **The *Promotion & Tenure ePortfolio Submission Portal* will close at 11:59 p.m. EDT.** (At their discretion, deans may require an earlier ePortfolio submission deadline to allow adequate time for the evaluation of the applicant’s complete file, which consists of the ePortfolio and the four required external review letters, i.e., letters from two reviewers recommended by the candidate and two recommended by the department. Written notice of the deadline must be provided to all candidates.)

**MONDAY, AUGUST 17, 2020:** Deadline for department chairs (or the school-wide APT committee in schools without departments) to notify the dean that there is a need for an ad-hoc APT committee to be established in the event that the committee does not have at least three (3) faculty members eligible to vote. The dean, in consultation with the faculty, will establish an ad-hoc APT committee of faculty in the same or related field as the applicant; the ad-hoc committee members may be from the same or from a different school/college as the candidate. The dean will have approximately one month, until September 18, to complete the process of establishing ad-hoc APT committees.

**FRIDAY, AUGUST 21, 2020:** Deadline for the department (or the school-wide APT committee in schools without departments) to recommend two external reviewers. Specifically, the reviewers must be persons external to Howard University, who are experts in the applicant’s discipline and who are affiliated with research universities or comparable institutions (e.g., federal agencies, such as NIH, NSF, NEA, HRSA; national laboratories, such as Brookhaven National Laboratory, FermiLab; policy institutes, such as Brookings Institution, Rand Corporation, the Wilson Center; national professional organizations, such as American Psychological Association, American Medical Association, American Historical Association). Each external reviewer should hold the academic rank of Associate Professor (or its equivalent) or higher. The chief purpose of the external review letters is to obtain an objective evaluation of the applicant’s scholarship, which includes research publications or evidence of creative work appropriate to the applicant’s field or discipline.

**MONDAY, AUGUST 24, 2020:** Deadline for chair of the department (or the chair of the school-wide APT committee in schools without departments) to contact the four (4) recommended external reviewers (two recommended by the candidate and two by the department) to invite them to serve and determine their ability to participate in the evaluation process on the prescribed timeline. In these invitations, the department chair (or the chair of the school-wide APT committee in schools without departments) shall (1) inform external reviewers that the candidate’s curriculum vitae and publications shall be submitted to the external reviewers by the department chair (or the chair of the school-wide APT committee in schools without departments) as soon as possible, but no later than September 14; (2) inform external reviewers that the external reviewers’ evaluations of the candidates must be received by the chair of the department (or the chair of the school-wide APT committee in schools without departments) by October 14; and (3) 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 the school/college APT criteria. The department chair (or the chair of the school-wide APT committee in schools without departments) will have three weeks, until September 11, to complete the process of finalizing the list of four confirmed external reviewers.

**FRIDAY, SEPTEMBER 11, 2020:** Deadline for the chair of the department (or the chair of the school-wide APT committee in schools without departments) to complete the process of finalizing a list of four confirmed external reviewers.

**MONDAY, SEPTEMBER 14, 2020:** Deadline for the chair of the department (or the chair of the school-wide APT committee in schools without departments) to forward the applicant's curriculum vitae and copies of research publications or facsimiles of creative productions to each external reviewer for evaluation, along with a statement of the relevant criteria for tenure and/or promotion to the faculty rank the applicant is seeking. **Given their central importance to the overall process, faculty committees and administrators at every level must take the external evaluations into account before formulating their recommendation regarding the application.**

**FRIDAY, SEPTEMBER 18, 2020:** Deadline for deans to complete the process of establishing ad-hoc APT committees (if necessary).

**WEDNESDAY, OCTOBER 14, 2020:** Deadline for external reviewers to submit their evaluations to the chair of the department (or the chair of the school-wide APT committee in schools without departments).

**FRIDAY, OCTOBER 16, 2020:** Deadline for the chair of the department (or the chair of the school-wide APT committee in schools without departments) to upload the four external review letters to the APT Committee Microsoft Teams site and to inform members of the APT committee that completed files of all applicants for promotion and/or tenure are available in the APT Committee Microsoft Teams site for their review.

**FRIDAY, NOVEMBER 6, 2020:** Deadline for completion of the departmental review (or first-level review in schools without departments). The departmental review will observe the following procedures: (1) the department chair informs the members of the APT committee that the applicant's completed file is available for their review; (2) following review of the applicant's file by the department's APT committee, the department's APT committee chair will call a meeting of the APT committee, excluding the department chair, for the announced purposes of evaluating the applicant's performance in the three areas of teaching, scholarship, and service and voting whether or not to recommend tenure and promotion; (3) the department's APT committee chair will record the vote and transmit the results and the required evaluative statement of the candidate's performance, along with the application file to the department chair; and (4) the department chair will perform an independent evaluation of the candidate in the three areas, recommend to the dean whether or not the candidate merits tenure and/or promotion, and include an evaluative statement of the candidate's performance. In schools that are not organized into departments, the school-wide APT committee conducts the first-level review and forwards

its evaluative statement of the candidate's performance, along with the results of its vote, to the dean.

**FRIDAY, NOVEMBER 13, 2020:** Deadline for the department chair to communicate to the applicant in writing the results of the evaluation. In cases where either of the recommendations (the department APT committee's or department chair's) is negative, the communication will explain—within the limits required to preserve confidentiality—the reasoning behind the negative recommendation(s) and inform the applicant that he or she may request reconsideration.

**TUESDAY, DECEMBER 1, 2020:** Deadline for an applicant who wishes to have any negative department recommendation reconsidered to submit a written request for reconsideration to the department chair. In the written request for reconsideration, the applicant may address any issue that he or she deems appropriate and may also present new information in support of the request for reconsideration. Upon receipt, the department chair will upload the written request for reconsideration to the Department APT Committee Microsoft Teams site and to inform members of the department APT committee that the applicant's request for reconsideration is available for their review.

**TUESDAY, DECEMBER 15, 2020:**

- Deadline for the **department** to reconsider and the department chair to communicate the results of the reconsideration with an appropriate explanation to the applicant. In cases where the APT committee's original recommendation was negative, after reviewing the request for reconsideration, it will conduct a second vote.
- Deadline for the **department chair** to (1) upload the department APT committee's and the chair's recommendation forms, as well as all correspondence and recommendation forms resulting from a request for reconsideration, to the Departmental APT Microsoft Teams site and (2) inform the dean that the complete file of the applicant (i.e., the ePortfolio, the four external review letters, the recommendation forms of the department APT committee and the chair, as well as all correspondence and recommendation forms resulting from a request for reconsideration) is available for school/college-level review.
- Deadline for the **school-wide APT committee chair in the Schools of Divinity, Law, and Social Work** to (1) upload the recommendations of the school-wide APT committee to the APT Committee Microsoft Teams site and (2) inform the dean that the complete file of the applicant (i.e., the ePortfolio, the four external review letters, the school-wide APT committee's evaluative statement of the candidate's performance, and the results of the school-wide APT committee's vote) is available for the dean's review and for school-level reconsideration if necessary (i.e., in the case of negative recommendation by the dean and/or school-wide APT committee). The **dean** will then conduct a review of the application file and all accompanying recommendations and render an independent recommendation.

**FRIDAY, FEBRUARY 5, 2021:** Deadline, in all schools and colleges other than Divinity, Law, and Social Work, for the school or college APT committee to complete its review of the

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applicant's file, upload its recommendation form to the School/College APT Committee Microsoft Teams site, and inform the dean that this information has been uploaded for review.

**FRIDAY, FEBRUARY 12, 2021:** Deadline for the dean to notify the candidate and the department of the results of the school/college level review (i.e., the recommendations of both the dean and the school/college APT committee) in writing. If the recommendation of the APT committee and/or the dean is negative, the dean's notice will also include a detailed explanation for the negative recommendation and notice of the right to request reconsideration.

**FRIDAY, FEBRUARY 26, 2021:** Deadline for a candidate who wishes to request reconsideration to do so in writing, setting forth, in detail, the grounds for the appeal. The dean and/or the school/college APT committee will then consider the evidence and the committee will conduct a new vote (if necessary).

**FRIDAY, MARCH 12, 2021:** 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. In the case of a negative decision by the dean and/or the committee, the dean shall (1) notify the applicant and the department of the decision in writing, explaining fully the reasons for the negative recommendation, and (2) advise both the applicant and the department of their right to appeal to the Faculty Grievance Commission.

**FRIDAY, APRIL 9, 2021:** Deadline for the candidate or the department, or the candidate and the department in concert, to file an appeal after a school/college completes its final review (including all requests for reconsideration). An appeal may be filed if either the dean's recommendation or the school/college APT committee's recommendation is negative. The appeal must be submitted in writing to the chair of Faculty Grievance Commission (FGC) through the Office of the Faculty Senate with a copy to the dean of the school/college; and it must be based on one or more of the grounds stipulated in F3.2 of the Faculty Handbook.

**MONDAY, APRIL 12, 2021:** Deadline for the dean to transmit all applications, except those appealed to the FGC, to the Office of the Provost. Specifically, the dean will (1) upload the recommendations of the school/college APT committee and the dean, as well as all correspondence and recommendations resulting from a request for reconsideration, to the School/College APT Microsoft Teams site and (2) inform the Office of the Provost that the complete file of the applicant is available for the Provost's review. The files of candidates who have filed appeals with the FGC are not transmitted to the Provost until the grievance process is completed.