

## OFFICE OF THE PROVOST, HOWARD UNIVERSITY

### Academic Year 2023-2024 Review Schedule for Applications from Candidates for Promotion and/or Tenure in Colleges and Schools without Departments (updated)

---

*This document is intended to provide guidance to faculty and administrators regarding the University's promotion and tenure processes and deadlines. This document creates no 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.*

---

During spring 2023, faculty members will enter all research, teaching and service accomplishments since their most recent change in faculty rank or tenure status (or, if this is their first application for promotion and/or tenure, since their initial appointment) into the *Faculty Success* activities database.

During summer 2023, the schoolwide APT chair should solicit recommendations of external reviewers<sup>1</sup> from the APT committee and review the suggested recommendations from the candidate. They should then contact potential external reviewers to determine their availability to complete and submit a review by September 29, 2023. These activities should happen **outside** of *Faculty Success*. The deadline for the schoolwide APT chair to upload the names and send the links to external reviewers through *Faculty Success* is August 7, 2023.

Specific deadlines for the promotion and/or tenure application process are outlined below:

**MAY 8, 2023:** *Faculty Success Promotion & Tenure Application Submission Portal* opens. To apply for promotion<sup>2</sup> and/or tenure<sup>3</sup>, [request an application](#). Once your eligibility is confirmed, you will receive your invitation. After receipt, log into [Faculty Success](#), click on **Workflow** and select the hyperlinked promotion and/or tenure application in your inbox<sup>4</sup>.

**MAY 26, 2023:** Deadline for applicants for promotion and/or tenure to submit the names of their two recommended external reviewers in *Faculty Success*.

**JUNE 2, 2023:** Deadline for the department chair to acknowledge receipt of the recommended external reviewers from the applicant.

**JULY 31, 2023:** Deadline for applicants for promotion and/or tenure to submit their applications in *Faculty Success*. The application shall contain a current curriculum vitae (CV) and a Faculty Activity Report documenting the applicant's record of achievement. The applicant may upload any additional documentation at this step. This information will provide the basis for the review of the faculty member's application for promotion and/or tenure.

---

<sup>1</sup> 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.

<sup>2</sup> There are four different types of appointment that are eligible for promotion (namely, the probationary tenure-track and tenured faculty, the non-tenured renewable term clinical educator track faculty in the health sciences colleges and the School of Communications, and the non-tenured renewable term research track faculty in the College of Medicine).

<sup>3</sup> Only probationary tenure-track faculty are eligible for tenure.

<sup>4</sup> Promotion and/or Tenure applicants will also receive an email from Watermark Faculty Success <[dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com)> informing them that the application form is available for them to complete. The subject line will include the applicant's name and the phrase "Invitation to Complete Submission". Applicants should add [dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com) to their approved senders list in order to ensure the email is not sent inadvertently to spam.

**AUGUST 7, 2023:** Deadline for the schoolwide APT chair to check to ensure that the application is complete, and forward the application to each confirmed 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, via *Faculty Success*. The schoolwide APT chair should ensure that the confirmed external reviewers can return the external review documents prior to **SEPTEMBER 29, 2023**.

**SEPTEMBER 29, 2023:** Deadline for external reviewers to submit their evaluations to *Faculty Success*.

**OCTOBER 2, 2023:** Deadline for the schoolwide APT chair to verify all four (4) external review letters have been submitted and forward the applicant's completed file to the APT committee to complete its evaluation in *Faculty Success*. **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.**

### **School Level**

The school level review will observe the following procedures, notifying the candidate of the results of the review within six weeks of having received the application file:

- (1) Members of the school/college APT committee will receive an email from Watermark Faculty Success <[dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com)> informing them that the applicant's file is available for their review. The subject line will include the applicant's name and the phrase "Invitation to Review". (Please add [dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com) to your approved sender's list to ensure the email is not sent inadvertently to spam.) Specifically, the committee will receive the complete file of the applicant (i.e., the application, 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) for school/college-level review in *Faculty Success*.
- (2) Once the school/college APT committee members have reviewed the applicant's file in *Faculty Success*, the APT committee chair will call a meeting of the APT committee for the announced purpose of evaluating the applicant's performance and voting on whether to recommend tenure and/or promotion.
- (3) In *Faculty Success*, the school/college APT committee chair will (a) provide the required evaluative statement of the applicant's performance, (b) record the vote, (c) record the committee's recommendation, and (d) transmit the results, along with the application file to the dean. **Deadline: October 20, 2023.**
- (4) In *Faculty Success*, the dean will (a) perform an independent evaluation of the applicant, (b) recommend to the provost whether or not the applicant merits tenure and/or promotion, and (c) include an evaluative statement of the applicant's performance. **Deadline: November 10, 2023.**
- (5) The dean will communicate to the applicant in writing the results of the evaluation. Specifically, the Office of the Dean will upload the dean's letter to the applicant. In cases where either of the recommendations (the school/college APT committee's or dean's) is negative, the dean will explain in the letter—within limits required to preserve confidentiality—the reasoning behind the negative recommendation(s) and inform the applicant that he or she may request reconsideration. **Deadline: November 15, 2023.**

### **Reconsideration at the School/College Level & FCG Appeal**

In the event of a negative recommendation, the following procedures will be observed:

- (1) An applicant who wishes to have any negative school-level recommendation reconsidered submits a written request for reconsideration in *Faculty Success*. 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. **Deadline: November 29, 2023.**

- (2) The schoolwide APT committee reviews the applicant's request for reconsideration and submits the reconsideration form in *Faculty Success*. **Deadline: December 6, 2023.**
- (3) The dean reviews the applicant's request for reconsideration and submits the reconsideration form in *Faculty Success*. **Deadline: December 11, 2023.**
- (4) The dean communicates to the applicant and the department in writing the results of the school/college's reconsideration evaluation. Specifically, the Office of the Dean will upload the Dean's reconsideration letter to the applicant in *Faculty Success*. In the case of a negative decision by the dean and/or the committee, the letter shall (a) explain fully the reasons for the negative reconsideration recommendation, and (b) advise the applicant of their right to appeal to the Faculty Grievance Commission. **Deadline: December 13, 2023.**
- (5) The faculty member indicates whether he or she is interested in submitting an FGC appeal and, if so, submits his or her written appeal in *Faculty Success*. NOTE: The employment of a faculty member who is denied tenure and has an active appeal before the FGC will be extended by temporary appointment until the appeal process is complete, or up to one year from the denial of tenure, whichever is shorter. **Deadline: January 12, 2024.**
- (6) The FGC concludes its review and notifies the applicant and the Dean in writing of its final recommendation with an appropriate explanation. If the FGC does not recommend reconsideration, the original application file and its supporting documentation, along with all correspondence and recommendations associated with requests for reconsideration and the appeal to the FGC, will be forwarded to the Provost to complete the review process. If the FGC does recommend reconsideration, the school will complete the appropriate review within two academic weeks. **Deadline: February 12, 2024.**
- (7) The schoolwide APT committee completes its final review and submits the Final Reconsideration form in *Faculty Success*. **Deadline: February 19, 2024.**
- (8) The dean completes a final review and submits the Final Reconsideration form in *Faculty Success*. **Deadline: February 26, 2024.**
- (9) The dean communicates to the applicant and the chair of the FGC in writing the results of the college's final reconsideration evaluation. Specifically, the Office of the Dean will upload the dean's final decision letter to the applicant in *Faculty Success*. In the case of a negative decision by the Dean and/or the committee, the letter shall explain fully—within the limits required to preserve confidentiality—the reasons for the negative recommendation. **Deadline: February 29, 2024.**

### **University Level Review**

The university-level review will observe the following procedures, notifying the dean of the president's final decision within seven weeks of receipt of the application file from the dean:

- (1) Following the school/college review and the conclusion of all requests for reconsideration and appeals, the dean will forward the complete application file, as well as all recommendations produced at the departmental and the school/college levels, along with all other documents pertinent to the case, to the provost in *Faculty Success*. The provost will review and evaluate the application file and submit a recommendation to the president.
- (2) Within seven weeks of receipt of the application file, the provost will notify the dean of the president's final decision. **Deadline: April 5, 2024.**
- (3) The president will present to the Board of Trustees for approval the candidates recommended for tenure and/or promotion. Following the Board's approval, the president will notify the applicant and the dean. In cases where the president does not recommend an applicant to the Board for approval, the president or his/her designee will explain, within the limits set by the need to preserve confidentiality, to the applicant—

and the dean the reasons for the negative recommendation.

**Summary of Deadlines – Schools and Colleges without Departments (updated)**

| <b>Deadline</b>    | <b>Action</b>  |
|--------------------|--|
| May 26, 2023       | Applicants for promotion and/or tenure submit the names of their two recommended external reviewers in Faculty Success   |
| June 2, 2023       | School-wide APT chair acknowledges receipt of recommended external reviewers from the applicant.   |
| July 31, 2023      | Applicants for promotion and/or tenure submit their applications in Faculty Success.   |
| August 7, 2023     | The schoolwide APT committee chair forwards the application to each confirmed 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, via Faculty Success                      |
| September 29, 2023 | External reviewers submit their evaluations to Faculty Success.  |
| October 2, 2023    | The chair of the schoolwide APT committee verifies all four (4) external review letters have been submitted and forwards the applicant's completed file to the APT committee to complete its evaluation in Faculty Success.  |
| October 20, 2023   | In Faculty Success, the schoolwide APT committee chair (a) provides the required evaluative statement of the applicant's performance, (b) records the vote, (c) records the committee's recommendation, and (d) transmits the results, along with the application file to the dean |
| November 10, 2023  | In Faculty Success, the dean (a) performs an independent evaluation of the applicant, (b) recommends to the provost whether the applicant merits tenure and/or promotion, and (c) includes an evaluative statement of the applicant's performance.                                 |
| November 15, 2023  | The dean communicates to the applicant in writing the results of the evaluation.   |
| November 29, 2023  | An applicant who wishes to have any negative school-level recommendation reconsidered submits a written request for reconsideration in Faculty Success   |
| December 6, 2023   | The schoolwide APT committee reviews the applicant's request for reconsideration and submits the reconsideration form in Faculty Success.  |
| December 11, 2023  | The dean reviews the applicant's request for reconsideration and submits the reconsideration form in Faculty Success.  |
| December 13, 2024  | The dean communicates to the applicant and the department in writing the results of the college's reconsideration evaluation.  |
| January 12, 2024   | The faculty member indicates whether he or she is interested in submitting an FGC appeal and, if so, submits his or her written appeal in Faculty Success.   |
| February 12, 2024  | The FGC concludes its review and notifies the applicant and the Dean in writing of its final recommendation with an appropriate explanation.   |
| February 19, 2024  | The school/college APT committee completes its final review and submits the final reconsideration in Faculty Success   |
| February 26, 2024  | The dean completes a final review and submits the Final Reconsideration in Faculty Success   |
| February 29, 2024  | The dean communicates to the applicant and the chair of the FGC in writing the results of the college's final reconsideration evaluation   |
| April 5, 2024      | Within seven weeks of receipt of the application file, the provost will notify the dean of the president's final decision  |