

## OFFICE OF THE PROVOST, HOWARD UNIVERSITY

### Academic Year 2024-2025 Review Schedule for Applications from Candidates for Promotion and/or Tenure in Colleges and Schools with Departments

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*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.*

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During spring 2024, 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 2024, department chairs should solicit recommendations of external reviewers<sup>1</sup> from the department 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 30, 2024. These activities should happen **outside** of *Faculty Success*. The deadline for the department chair to upload the names and send the links to external reviewers through *Faculty Success* is August 9, 2024.

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

**APRIL 15, 2024:** *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 28, 2024:** Deadline for applicants for promotion and/or tenure to submit the names of their two recommended external reviewers in *Faculty Success*.

**JUNE 3, 2024:** Deadline for the department chair to acknowledge receipt of the recommended external reviewers from the applicant.

**JULY 26, 2024:** 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.

**AUGUST 7, 2024:** Deadline for the department chair or departmental designee to check to ensure that the application is complete, and forward the application to each confirmed external reviewer for evaluation, along

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<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.

with a statement of the relevant criteria for tenure and/or promotion to the faculty rank the applicant is seeking, via *Faculty Success*. The department chair should ensure that the confirmed external reviewers can return the external review documents prior to **SEPTEMBER 30, 2024**.

**SEPTEMBER 30, 2024:** Deadline for external reviewers to submit their evaluations to *Faculty Success*.

**OCTOBER 4, 2024:** Deadline for the department chair or designee 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.**

### **Departmental Review**

The departmental review will observe the following procedures, completing the review within three (3) weeks of having assembled the full application file, including the four external review letters:

- (1) Members of the department APT committee will receive an email from Watermark Faculty Success <[dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com)> informing them that the applicant's completed 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 senders' list to ensure the email is not sent inadvertently to spam.)
- (2) Once the department 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 purposes of evaluating the applicant's performance and voting on whether to recommend tenure and/or promotion.
- (3) The department APT committee chair will complete and submit the evaluation in *Faculty Success*. Specifically, the 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 department chair. NOTE: Members of the committee will have read-only access to the evaluation form that the APT committee chair completes on the committee's behalf in *Faculty Success*. **Deadline: October 18, 2024.**
- (4) The department chair will complete and submit the evaluation form in *Faculty Success*. Specifically, the department chair will (a) perform an independent evaluation of the applicant, (b) recommend to the dean whether or not the applicant merits tenure and/or promotion, and (c) include an evaluative statement of the applicant's performance. **Deadline: October 25, 2024.**
- (5) The department chair will communicate to the applicant in writing the results of the evaluation. Specifically, the department chair or the department chair's designee will upload and submit the chair's letter to the applicant in *Faculty Success*. In cases where either of the recommendations (the department APT committee's or department chair's) is negative, the chair will explain in the letter—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. **Deadline: October 29, 2024.**

### **Reconsideration at the Department Level**

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

- (1) An applicant who wishes to have any negative department 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 supporting the request for reconsideration. **Deadline: November 12, 2024.**
- (2) The department APT committee reviews the applicant's request for reconsideration and the committee chair submits the reconsideration form in *Faculty Success*. **Deadline: November 22, 2024.**

- (3) The department chair reviews the applicant's request for reconsideration and submits the reconsideration form in Faculty Success. **Deadline: November 27, 2024.**
- (4) The department chair communicates to the applicant in writing the results of the department's reconsideration evaluation. Specifically, the department chair or the department designee will upload and submit the chair's letter to the applicant in Faculty Success and then forward the file to the school/college APT committee to complete their evaluation. **Deadline: December 4, 2024.**

### **School/College Level**

The school/college 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 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 purposes of evaluating the applicant's performance and voting on whether to recommend tenure and/or promotion.
- (3) In Faculty Success, the 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: December 15, 2024.**
- (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: January 17, 2025.**
- (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 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: January 24, 2025.**

### **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 college-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: February 7, 2025.**
- (2) The college APT committee reviews the applicant's request for reconsideration and submits the reconsideration form in *Faculty Success*. **Deadline: February 21, 2025.**
- (3) The dean reviews the applicant's request for reconsideration and submits the Section V (Reconsideration) form in *Faculty Success*. **Deadline: February 28, 2025.**
- (4) The dean communicates to the applicant and the department in writing the results of the 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 both the applicant and the department of their right to appeal to the Faculty Grievance Commission. **Deadline: March 7, 2025.**

- (5) The department chair indicates whether the department is in favor of submitting an FGC appeal and, if so, submits the department's written appeal in *Faculty Success*. **Deadline: March 14, 2025.**
- (6) 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: March 21, 2025.**
- (7) 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/college will complete the appropriate review within two academic weeks. **Deadline: April 11, 2025.**
- (8) The school/college APT committee completes its final review and submits the final reconsideration in *Faculty Success*. **Deadline: April 25, 2025.**
- (9) The dean completes a final review and submits the Final Reconsideration in *Faculty Success*. **Deadline: May 2, 2025.**
- (10) 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: May 9, 2025.**

### **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: June 6, 2025.**
- (3) The president will present to the Board of Trustees for approval the candidates recommended for tenure and 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 with Departments

Deadline	Action
May 28, 2024	Applicants for promotion and/or tenure submit the names of their two recommended external reviewers in Faculty Success
June 3, 2024	Department chair acknowledges receipt of recommended external reviewers from the applicant.
July 26, 2024	Applicants for promotion and/or tenure submit their applications in Faculty Success.
August 7, 2024	The department 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 30, 2024	External reviewers submit their evaluations to Faculty Success.
October 4, 2024	Deadline for the chair of the department 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.
October 18, 2024	The department APT committee chair completes and submits their evaluation form in Faculty Success.
October 25, 2024	The department chair will complete and submit the Section III form in Faculty Success.
October 29, 2024	The department chair will communicate to the applicant in writing the results of the evaluation
November 12, 2024	An applicant who wishes to have any negative department recommendation reconsidered submits a written request for reconsideration in Faculty Success.
November 22, 2024	The department APT committee reviews the applicant's request for reconsideration and the committee chair submits the reconsideration form in Faculty Success.
November 27, 2024	The department chair reviews the applicant's request for reconsideration and submits the reconsideration form in Faculty Success
December 4, 2024	The department chair communicates to the applicant in writing the results of the department's reconsideration evaluation
December 15, 2024	In Faculty Success, the college 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
January 17, 2025	The dean completes their evaluation of the candidate and submits in Faculty Success..
January 24, 2025	The dean communicates to the applicant in writing the results of the evaluation.
February 7, 2025	An applicant who wishes to have any negative college-level recommendation reconsidered submits a written request for reconsideration in Faculty Success
February 21, 2025	The college APT committee reviews the applicant's request for reconsideration and submits the Section IV (Reconsideration) form in Faculty Success.
February 28, 2025	The dean reviews the applicant's request for reconsideration and submits the reconsideration form in Faculty Success.
March 7, 2025	The dean communicates to the applicant and the department in writing the results of the college's reconsideration evaluation.
March 14, 2025	The department chair indicates whether the department is in favor of submitting an FGC appeal and, if so, submits the department's written appeal in Faculty Success
March 21, 2025	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.
April 11, 2025	The FGC concludes its review and notifies the applicant and the Dean in writing of its final recommendation with an appropriate explanation.
April 25, 2025	The school/college APT committee completes its final review and submits the final reconsideration in Faculty Success
May 2, 2025	The dean completes a final review and submits the Final Reconsideration in Faculty Success
May 9, 2025	The dean communicates to the applicant and the chair of the FGC in writing the results of the college's final reconsideration evaluation
June 6, 2025	Within seven weeks of receipt of the application file, the provost will notify the dean of the president's final decision