

Case Western Reserve University  
College of Arts and Sciences

**PROMOTION AND/OR TENURE**  
**Suggested Timeline for Preparing File**

March 1	Meet with faculty member to review process, file content, etc. Use P-T Supplemental Instructions and P-T Cover Sheet from A&S Forms and Documents web page as a guide ( <a href="http://www.case.edu/artsci/forms/">http://www.case.edu/artsci/forms/</a> ). Also use departmental p/t guidelines.
May 31	...or anytime sooner...Initial submission of names of external evaluators submitted to dean for consideration / approval. Submit additional names whenever necessary to maintain balance between candidate/department suggestions and to assure at least the minimum number of letters in submitted file. All names must have dean's approval before a request for an evaluation is sent.
August 15	Target date for all external evaluations and teaching evaluations to be in hand
August 31	Target date for <u>complete</u> file to be ready for eligible department faculty or special committee review
September 1-15	File available for review by eligible department faculty or by members of special p-t committee appointed by the dean
September 15	Target date of meeting for department/committee discussion and vote
September 25	Target date for department evaluation to be reviewed and signed by all eligible faculty members (including those on sabbatical or other leave)
September 25-28	Department Chair adds evaluation
October 1	File submitted electronically to dean's office

**Other Comments:**

A department should always conform to its departmental promotion/tenure guidelines when evaluating a file. These guidelines, combined with information in the Faculty Handbook, are to be the basis for the departmental decision on a file. These guidelines are the only information available to other reviewing bodies to explain the norms and conventions for your discipline.

Separate votes are to be taken on rank (promotion) and on award of tenure (if applicable). The department chair's vote is counted with the other departmental votes...not separately.