TO: All Full-Time Faculty

FROM: Jeff Gingerich, Ph.D.
                Provost/Senior Vice President for Academic Affairs

DATE: September 8, 2020

SUBJECT: Rank and Tenure Evaluation Process

Due to the COVID-19 pandemic, FAC and FPC are developing an MOU so that candidates for rank and/or tenure submit application materials electronically and review of rank and tenure applications meetings are conducted through remote access technology. This is only for the Academic Year 2020-2021 and is not a permanent change to the *Faculty Handbook*. The details of the technology and process will be forthcoming, but faculty should plan to submit their application electronically. We will also discuss the process at the September 17th information meeting (see below).

If you intend to apply for promotion and/or tenure this year, please notify the Provost's Office in hard copy or electronically (preferable) by **September 22, 2020**. Please also indicate what you anticipate applying for (i.e., promotion to Assistant Professor, Associate Professor, Professor and/or Tenure).

I recommend that you review the material in your evaluation file. You may do this by calling the Provost's Office at extension x7520 to request an appoint to view your file in person. Safety precautions as expected by the Royals Safe Together Plan will be followed.

Your dossier, curriculum vitae, and optional supporting materials are due by the deadline of **October 22, 2020**. We will be sending you more information in the next few weeks as to how you can submit your materials. Please refer to the *Faculty Handbook*, Section 23 and Appendix III for additional information on the Rank and Tenure process & procedures.

A public meeting designed to inform faculty of the rank and tenure policies and procedures will be held virtually on **Thursday, September 17, 2020 at 11:45 a.m.** Log in information will be sent to you closer to the event. If you are considering applying for promotion and/or tenure, I encourage you to attend the virtual meeting.