

TO: All Full-Time Faculty

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

DATE: August 30, 2021

SUBJECT: Rank and Tenure Evaluation Process

Due to the COVID-19 pandemic, FAC and FPC have developed an MOU so that candidates for rank and/or tenure may submit application materials electronically using the SharePoint site. Candidates wishing to follow the normal process as outlined in Section 23.0 of the *Faculty Handbook* may choose to do so. This is only for the Academic Year 2021-2022 and is not a permanent change to the *Faculty Handbook*.

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, 2021**. 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, 2021**. 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 via ZOOM on **Thursday, September 16, 2021 at 11:45 a.m.** If you are considering applying for promotion and/or tenure, I encourage you to attend the meeting.