

TO: All Full-Time Faculty

FROM: Michelle Maldonado, Ph.D.
Interim Provost/Senior Vice President for Academic Affairs

DATE: August 29, 2022

SUBJECT: Rank and Tenure Evaluation Process

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, 2022**. 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, 2022**. Attached are instructions for submission of and access to all materials on the University-provided system (SharePoint). 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 on **Tuesday, September 20, 2022 at 12:00 p.m. in DeNaples 405**. If you are considering applying for promotion and/or tenure, I encourage you to attend the meeting.