

TENURE AND PROMOTION GUIDELINES: Timeline/Milestones

College of Education and Human Development

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This document provides an integrated overview of the timeline for implementing tenure, promotion, tenure-track contract renewal, and multi-year contract renewal evaluations each academic year. It also provides a separate listing of “milestones” for tenure-track faculty, along with timing considerations for tenured associate professors and term instructional faculty.

Timeline

Except for determinations of tenure and academic rank in hiring processes, there is only one time frame each academic year during which any particular type of evaluation procedure can be implemented. The different types of evaluation procedures are organized in a sequential fashion throughout the academic year so as not to “overload” evaluation committees and academic administrators with too many cases being processed simultaneously.

The chart on the next page shows the specific timeline and deadlines for all of the evaluation procedures related to tenure, promotion, and renewal during the 2017-18 academic year. While the specific dates are unique to that particular academic year, the evaluation calendar typically only varies by a few days each year for each type of procedure.

The chart also shows deadlines for annual evaluation submissions, as the annual evaluation process is closely aligned with tenure evaluations for tenure-track faculty (because each year they must submit a “developmental portfolio” that mimics the tenure portfolio). Juxtaposing annual evaluation deadlines with the tenure, promotion, and contract renewal deadlines also helps candidates and administrators regulate the time required to fulfill their evaluation responsibilities over a limited time period.

Please note that the “CEHD Faculty Evaluation and Workload Coordinator” (abbreviated to “Coordinator” in multiple rows in the chart) is a support staff position responsible for:

1. Alerting faculty to upcoming deadlines
2. Mentoring faculty on the logistics of creating/completing required evaluation documents and compiling a portfolio
3. Monitoring timely submission of evaluation materials from faculty
4. Ensuring that evaluation committees and the CEHD Dean receive materials and produce evaluation letters in a timely manner
5. Reviewing each evaluation letter to ensure editorial accuracy/clarity and compliance with college and university guidelines
6. Submitting evaluation letters, dossiers, and other required materials to the Provost Office by the stated deadline

Tenure/Promotion/Contract Renewal/Annual Evaluation Deadlines, 2017-2018

Deadline	Due From/What	Process
8/15	P&T candidates suggest external reviewers (to the Senior Associate Dean)	P&T (tenure-line faculty)
8/15	P&T candidates submit materials (to Coordinator) to be sent to external reviewers	P&T (tenure-line faculty)
9/6	Term faculty submit promotion portfolio	Term promotion to associate/full professor
9/12	Tenure-track faculty in their P&T year submit portfolios to TTARC (Tenure-Track Annual Review Committee)	Annual evaluation – developmental portfolio (must also submit online annual evaluation form)
9/14	Term faculty submit contract renewal portfolios	Term multi-year contract renewal
9/20	Tenure-track faculty NOT in their P&T year submit portfolios to TTARC	Annual evaluation – developmental portfolio (must also submit online annual evaluation form)
9/20	Tenured & term faculty submit online annual evaluation form	Annual evaluation (no developmental portfolio required)
10/4	First-tier committees submit letters (term)	Term promotion to associate/full professor
10/4	P&T Committee submits letters (term renewal)	Term multi-year contract renewal
10/18	P&T Committee submits letters (term promotion)	Term promotion to associate/full professor
10/25	Dean submits letters (term renewal)	Term multi-year contract renewal
10/26	P&T candidates submit portfolios	P&T (tenure-line faculty)
10/26	Dean submits letters (term promotion)	Term promotion to associate/full professor
11/1	Coordinator submits materials (term contract renewal)	Term renewal e-portfolios to Provost
11/1	Coordinator submits materials (term promotion)	Term promotion e-portfolios to Provost
11/30	First-tier committees submit letters (P&T)	P&T (tenure-line faculty)
12/14	P&T Committee submits letters (P&T)	P&T (tenure-line faculty)
1/26	Dean submits letters (P&T)	P&T (tenure-line faculty)
1/31	Tenure-track faculty submit portfolios (renewal)	Tenure-track contract renewal
2/9	Coordinator submits materials (P&T)	P&T e-portfolios to Provost
2/21	P&T Committee submits letters (tenure-track)	Tenure-track contract renewal
3/7	Dean submits letters (tenure-track)	Tenure-track contract renewal
3/16	Coordinator submits materials (tenure-track)	Tenure-track renewal e-portfolios to Provost

Milestones

For tenure-track assistant and associate professors

Tenure-track faculty are hired on a 3-year contract that is renewable for an additional 3 years (assuming a favorable contract renewal decision in the 3rd year of employment on the tenure clock). Although this 6-year journey may be shortened for those with prior experience (and appropriate accomplishments) in a tenure-track (or similar) position, the standard expectations are as follows:

- YEAR 1: Initiate Mason research program; begin to establish Mason teaching record; engage in appropriate Mason and professional service activities; plan for timing of tenure-track study leave (best if taken in Year 2, 3, or 4).
- YEAR 2: Construct first iteration of the developmental portfolio and receive initial feedback from the Tenure-Track Annual Review Committee (Fall semester); continue engagement and progress in teaching, research, and service activities.
- YEAR 3: Submit second iteration of the development portfolio to TTARC (early Fall); submit contract renewal portfolio (very similar to the developmental portfolio) to the P&T Committee (Spring); identify and target any identified vulnerabilities in teaching, research, and service.
- YEAR 4: Submit third iteration of the developmental portfolio to TTARC (early Fall); continue to address any areas identified as “off track” or less than optimal with respect to Mason and CEHD tenure criteria; take tenure-track study leave no later than Spring of this year; make specific plans for publication efforts throughout the remainder of the tenure-track period.
- YEAR 5: Submit fourth iteration of the developmental portfolio to TTARC (early Fall); plan and prioritize “final push” agenda in anticipation of the tenure portfolio submission deadline the following year; seek targeted mentoring for any and all areas of potential vulnerability; read online guidelines and suggestions and then meet with the CEHD Faculty Evaluation and Workload Coordinator and the CEHD Senior Associate Dean to ensure that there is no uncertainty or confusion about tenure-related criteria, procedures, expectations, or timelines.
- YEAR 6: Submit names of proposed external reviewers, along with materials to be sent to the external reviewers, to the Faculty Evaluation and Workload Coordinator and Senior Associate Dean (August); submit fifth iteration of the developmental portfolio to TTARC (early Fall) and use that feedback to “polish and perfect” tenure-related materials; submit tenure portfolio (end of October).

For tenured associate professors

Eligibility to be considered for promotion to the full professor rank would typically require at least 5 full years in the associate rank (with the evaluation occurring in the following year), along with performance data that went well beyond the thresholds used in evaluations for tenure and promotion to the associate rank. Specifically, tenured candidates for full professor must provide evidence of significant impact beyond the boundaries of the university that is much more substantial than in such cases. Clear and convincing evidence must be provided of an established external reputation in the primary field, based on consequential achievements in teaching, research and scholarship, or professional activities directly related to teaching and research and scholarship.

There is no time limit for seeking promotion to the full professor rank, nor are there specific milestones along the associate professor pathway as there are for tenure-track faculty. For that reason, it is especially important for tenured associate professors who aspire to be promoted to the full professor rank to proactively seek ongoing mentoring from senior faculty colleagues and from the CEHD Dean's Office.

For term assistant and associate professors (instructional faculty)

Term assistant professors are hired and renewed on year-to-year contracts. The potential opportunity to move to a multi-year contract is contingent on earning the rank of associate professor (among other factors). For assistant professors the primary basis for year-to-year contract renewal is the assessment of teaching and service provided annually by the SOED, KINE, or SRTM Faculty Evaluation Team.

Eligibility for promotion to associate professor follows a timeline analogous to tenure-track faculty (i.e., consideration for promotion in rank would typically occur after 5 years of full-time Mason employment, with a shorter period possible for those with prior experience in an assistant professor or equivalent position).

Eligibility to be considered for promotion to the full professor rank would typically require at least 5 full years in the associate rank, along with performance data that went well beyond the High Competence threshold used for multi-year contract renewal and term promotion to associate evaluations. Specifically, term instructional faculty must reach the Genuine Excellence threshold in Teaching, which requires substantial evidence of significant impact beyond the boundaries of the university and an established external reputation in the primary field.

There is no time limit for seeking promotion to either the associate or full professor rank, nor are there specific milestones along the associate professor pathway as there are for tenure-track faculty. For that reason, it is especially important for term faculty who aspire to be promoted in rank to proactively seek ongoing mentoring from senior faculty colleagues and from the CEHD Dean's Office.