

# Vincennes University: Timeline and Related Information for Tenure and Promotion and Post-Tenure Review for 2023-2024 academic year

Updated 9.15.23

**Read the University Manual criteria for Tenure and Promotion and Post-Tenure Review. This guide is provided as a resource for assistance regarding details of the application for tenure and promotion and Post-Tenure Review.**

**Immediately** – Notify your dean and department chair of your intent to apply for promotion and/or tenure or post-tenure review so that committees can be set up and ready to receive your application materials.

## **1st Friday in October, (10/06/23)**

- **Tenure and Promotion** materials due to the department chairs by 12 noon.
- **Post-Tenure Review** materials due to the college dean by 12 noon to be distributed to the College Post-Tenure Review Committee.

## **3rd Friday in October, (10/20/23)**

- **Tenure and Promotion** materials and the departmental committee's recommendations due to the chair of the College Tenure and Promotion Committee by 12 noon.
- **Post-Tenure Review** materials and Post-Tenure Review Committee's recommendations due to the dean by 12 noon.

## **2nd Friday in November, (11/10/23)**

- **Tenure and Promotion** materials and college committee's recommendations due to the chair of the University Tenure and Promotion Committee by 12 noon.
- **Post-Tenure Review** Committee decisions due from dean to Provost.

## **2nd Friday in December, (12/08/23)**

- **Tenure and Promotion** materials and the University Committee's recommendations due to the Provost VP for Instruction by 12 noon.

## **Spring 2024**

- Provost forwards **Tenure and Promotion** and **Post-Tenure review** recommendations to the University President who reviews and makes recommendations to the VU Board of Trustees.

## **Responsibility for the Document's Production**

- a. It is the responsibility of the applicant to produce and copy his or her own application materials. Copying expenses are also the responsibility of the applicant.

## **Number of Copies and Binding**

### **a. Tenure and Promotion**

- 3 copies of the documents are required. 1 hardcopy and 2 digital copies loaded onto usb portable drives. Materials are to be delivered to the applicant's department chair.
- Original Hardcopy: document should be bound so that there are no loose pages. Either taped binding or a three-ring binder is acceptable.
- 2 copies PDF on USB Drive: Documents should have navigable dividers or sections for ease of reference to all required application components. Divider Pages should be unique in appearance to make them stand out on both printed and digital versions of the document for ease of navigation. Note: An easy way to do this is to include a table of contents with links to individual sections and a link on the bottom or top of each page which takes you back to the table of contents. The PDF may be uploaded by each committee chair onto Google Drive to be confidentially shared with their committee members.
- See the document titled "Tenure & Promotion application document check sheet", for an outline of required materials and sections.

### **b. Post Tenure Review**

- One copy (either electronic or hard copy) of the original tenure binder materials to be provided to the College Tenure Review Committee for reference.
- One hard copy and two (2) electronic copies of the Post Tenure Review materials provided to the College Tenure Review Committee. See above notes regarding binding for consistency of formatting of Post-Tenure Review applications with Tenure and Promotion applications.

Neither the University Tenure and Promotion Committee nor the College Tenure Review Committee is required to ask applicants for additional information, material, documentation or explanation. The committee's duties are to evaluate the material and recommend approval or denial to the appropriate University official.