

KENTUCKY STATE UNIVERSITY -- TENURE AND PROMOTION CALENDAR -- 2021-22

Date	# of Working Days	ACTIONS and DEADLINES			
Tuesday, May 4, 2021		Notification to Faculty of requirement to submit tenure dossier			
Wednesday, May 5, 2021 - Tuesday, August 31, 2021		Faculty complete tenure and promotion dossier			
Friday, September 17, 2021	1	Dossier is complete by Candidate and ready for review with Chairperson	Candidate reviews dossier with Chairperson by end of day.		
Tuesday, September 21, 2021	2		Any adjustments or corrections are made by the faculty member during this period.		
Wednesday, September 22, 2021	3				
Thursday, September 23, 2021	4			After any adjustments, candidate again reviews dossier with Chairperson and completes checklist.	Chairperson and candidate sign checklist, candidate uploads in case file, case is locked by end of day.
Monday, September 27, 2021	1		Unit Tenure and Promotion Committee review begins by 8:00 a.m.	Unit Tenure and Promotion Committee begins review of dossier	
Tuesday, September 28, 2021	2				
Wednesday, September 29, 2021	3				
Thursday, September 30, 2021	4				
Friday, October 1, 2021	5				Unit Tenure and Promotion Committee uploads recommendation to candidate case by end of day
Monday, October 4, 2021	1	Candidate has five working days to respond to Unit Tenure Promotion Committee recommendation. Response should be submitted to Chairperson by 4:30 p.m. on day 5	Chairperson receives dossier by 8:00 a.m.	Chairperson begins review of dossier; review must consider any Candidate response to Unit Tenure and Promotion committee recommendation	
Tuesday, October 5, 2021	2				
Wednesday, October 6, 2021	3				
Thursday, October 7, 2021	4				
Friday, October 8, 2021	5				Chairperson uploads recommendation to candidate case by end of day
Monday, October 11, 2021	1	Candidate has five working days to respond to Chairperson recommendation. Response should be submitted to Dean by 4:30 p.m. on day 5	Dean receives dossier by 8:00 a.m.	Dean reviews of dossier; review must consider any Candidate response to Chairperson's recommendation	
Tuesday, October 12, 2021	2				
Wednesday, October 13, 2021	3				
Thursday, October 14, 2021	4				
Friday, October 15, 2021	5				Dean uploads recommendation to candidate case by end of day

Monday, October 18, 2021	1		Provost/VPAA office receives dossiers beginning of day.			
Tuesday, October 19, 2021	2	Candidate has five working days to respond to Dean recommendation. Response should be submitted to Dean by 4:30 p.m. on day 5	Provost/VPAA notifies Chairperson of University Tenure and Promotion Committee that dossiers are ready and available for review in Interfolio.	University Tenure and Promotion Committee reviews dossiers, Review must consider any candidate response to the Deans recommendation		
Wednesday, October 20, 2021	3					
Thursday, October 21, 2021	4					
Friday, October 22, 2021	5				University T&P Committee uploads recommendation to candidate case by end of day.	University T&P committee forwards case to the next queue by end of day.
Monday, October 25, 2021	1		Provost/VPAA receives dossiers by 8:00 a.m.			
Tuesday, October 26, 2021	2	Candidate has five working days to respond to University Tenure and Promotion Committee's recommendation. Response should be submitted to Provost/VPAA by 4:30 p.m. on day 5		Provost/VPAA reviews dossiers; review must consider any Candidate response to the University Tenure and Promotion Committee's recommendation		
Wednesday, October 27, 2021	3					
Thursday, October 28, 2021	4					
Friday, October 29, 2021	5		Provost/VPAA uploads recommendation to candidate case by end of day		Provost/VPAA forwards the case to the next queue by end of day.	
Monday, November 1, 2021	1	Candidate has five working days to respond to University Tenure and Promotion Committee's recommendation. Response should be submitted to Provost/VPAA by 4:30 p.m. on day 5	President receives dossiers with recommendations by 8:00 a.m.	President Reviews dossiers; review must consider any Candidate response to the Provost/VPAA's recommendation		
Tuesday, November 2, 2021	2					
Wednesday, November 3, 2021	3					
Thursday, November 4, 2021	4					
Friday, November 5, 2021	5					
Saturday, November 6, 2021	6					
Sunday, November 7, 2021	7					
Monday, November 8, 2021	8					
Tuesday, November 9, 2021	9					
Wednesday, November 10, 2021	10					President uploads recommendation to candidate case by end of day

15 working days after receipt of President's denial of Tenure and/or Promotion		Candidate may submit an appeal to the President for a hearing before the University Faculty Appeals Committee. See Faculty Handbook Section 2.7.6
3 working days after receipt of appeal		President transmits appeals to the University Faculty Appeals Committee
15 Working Days after of appeal transmitted		Faculty Appeals Committee forwards recommendations to the President for transmittal to the Board of Regents