

Promotion/Tenure Schedule (Academic and Research Faculty)	Revised Due Date
Announce to DH/Vice Provost/Deans of schedule and format reminder	TBD
DHDD submits list of anticipated academic, library and research faculty promotion and tenure cases to Academic Affairs (promotion only for Research and Teaching Asst Prof/Teaching Assoc Prof/Teaching Prof faculty)	August 1, 2019
Candidate submits information to the DHDD & AA (see - <a href="https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf">https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf</a> )	
Tenure/Tenure-Track and Library Faculty	August 1, 2019
Teaching and Research Faculty	September 6, 2019
If a candidate would like to submit an addendum, this must be done by September 5, 2019. The Department Head will include this in the Candidate's dossier as an addendum to the "Candidate Statement."	September 5, 2019
The Department Head shall submit to Academic Affairs as a single, bookmarked PDF document all candidate dossiers	September 10, 2019
DH coordinates package review and sends package out for external review	Mid August
Provost delivers charge to the P&T Committee	September 24, 2019
Department/Division Committee submits its recommendations to the DHDD	November 8, 2019
DHDD completes their recommendations, meets with the candidate, and submits the completed dossier package to the Vice Provost/Dean	November 20, 2019
Vice Provost/Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost	December 11, 2019
Promotion & Tenure Committee meets to review all recommendations	Dec 13-Feb 9
Provost meets with P/T Committee to review their final recommendations	March 2, 2020
Provost needs to have final decision and material prepared for the BOT meeting	March 13, 2020
Material to Presidents office for BOT meeting	March 20, 2020
<b>BOT Meeting</b>	April 3, 2020
Provost communicates final decisions to DHDDs	after April 5, 2020



Professional Growth Plans (PGPs)

DHDD submits Professional Growth Plans for all new faculty that started in the Fall semester to the Vice Provost/Dean October 4, 2019

Vice Provost/Dean sends a summarized status memo of all tenure-track faculty to the Provost. Copies of PGP's are sent to Academic Affairs for faculty files. October 25, 2019

DHDD submits Professional Growth Plans for all new faculty that started in the Spring semester to the Vice Provost/Dean March 23, 2020

Vice Provost/Dean sends a summarized status memo of all tenure-track faculty to the Provost. Copies of PGP's are sent to Academic Affairs for faculty files. April 6, 2020

Preliminary Tenure Reviews



Sabbatical Reports & Requests

Faculty members submit sabbatical reports for sabbaticals taken the previous year to the Department Head	September 6, 2019
DH reviews and submits sabbatical reports to the Vice Provost/Dean	September 13, 2019
Vice Provost/Dean submits approved reports to Associate Provost	September 24, 2019
Associate Provost needs to prepare the reports memo to the BOT	October 4, 2019
BOT Meeting	October 25, 2019
Associate Provost sends memos to faculty members regarding status of reports	Early November



Faculty Teaching Award Nominations

Campus submits one page nominations for CSM Teaching Award, BOT Outstanding Faculty Award, Alfred E. Jenni Faculty Fellowship, and Dean's Excellence Award to the Associate Provost (more info on the faculty awards can be found online at [https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2019/10/pm\\_section8.pdf](https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2019/10/pm_section8.pdf))

December 20, 2019

Faculty Award Committee meets to discuss one page nominations for faculty awards (first round selection) and then requests complete dossiers from DHDDs for final round of

January 20, 2020

DHDD (or appropriate faculty member, if a DHDD is nominated) submits complete dossiers for faculty awards to the Associate Provost

