

University of Missouri-St. Louis
Appointments, Tenure and Promotion Timelines

Since the Response Option available to all candidates affects the due dates, only major events related to the ATP procedures are included in this timeline. Unit heads are advised to consult the ATP Guidelines (available on the Academic Affairs Web site) for additional details about ATP procedures and to **create an individualized schedule** that allows adequate time for a response for candidates that use the Response Option.

Deadline	Activity
Friday, May 9, 2008	Candidate submits the initial version of the Factual Record to the Unit Chair.
Friday, May 16	Chair appoints the <i>Ad Personam</i> Committee.
May 19 - Aug 11	<i>Ad Personam</i> Committee reviews Factual Record and recommends revisions to candidate.
Friday, May 30	Dean submits to Provost a list of all tenure and/or promotion cases for 2008-2009.
Monday, Aug 11	Candidate submits final version of Factual Record to <i>Ad Personam</i> Committee.
Friday, Sept 5	<i>Ad Personam</i> Committee sends candidate's dossier to Unit Committee in all units in which the candidate holds an appointment.
Friday, Oct 3	Voting members of the Unit Committee may submit written statements to Unit Coordinator.
Within one business day of the Unit vote	Unit Committee members may submit additional statements to the Unit Committee Coordinator and Unit Chair.
Monday Oct 6	Unit Committee report and Chair recommendation are conveyed to candidate.
Friday, Oct 17 or seven days after notification of Unit vote	Candidate submits to Unit Coordinator any request for Unit Committee's reconsideration.
Monday, Oct 27 or 10 days after reconsideration	Unit Committee conveys report on outcome of any reconsideration to candidate.
Monday, Nov 3 or seven days after report	If Unit Committee changes its original report, then Candidate's response, if any, is due to Unit Coordinator.
Thursday Nov 13 or 10 days after response	Unit Committee conveys report on outcome of any reconsideration to candidate.
Tuesday, Dec 8 unless a separate date is set for candidate to use Response Option	Units forward Dossiers to all deans' office in which candidate holds an appointment. (See Guidelines, Appendix 2 for instructions.)
Friday, Dec 18 or 10 days after receiving dossier	Dean conveys recommendations to candidate.
Seven days after receiving notification	Candidate requests reconsideration, if any, of Dean.
10 days after reconsideration	Dean conveys report on outcome of any

	reconsideration to candidate.
Monday, Jan 5, 2009 or after response options are satisfied	Tenure-home dean's office sends complete Dossier to Academic Affairs for distribution to the Senate ATP Committee.
Monday, Jan 26	Senate ATP Committee conveys recommendation to candidate.
Monday, Feb 2	Candidate's submits to Provost any response to ATP Committee's recommendation.
Thursday, Feb 12 or 10 days after receiving any response	ATP Committee responds to candidate's response.
Monday Mar 2 or after response options are fulfilled	Committee sends dossier to Chancellor
Typically within 45 days of receiving dossier	Chancellor sends decision to candidate.
Within 7 days of receiving Chancellor's decision	Candidate may request reconsideration.
Normally within 10 days of receiving request	Chancellor responds to candidate.
Friday, July 31	Deadline for Chancellor's final action.

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