

UMSL | Academic Affairs

University of Missouri–St. Louis

University of Missouri--St. Louis Appointments
 Revised Tenure and Promotion Timelines
 2020 - 2021

Major events related to the ATP procedures are included in this timeline. Since the Response Option available to all candidates affects the due dates, unit leaders are advised to consult the ATP Guidelines for additional details about ATP procedures and, if necessary, **stipulate an individualized schedule** that allows adequate time for Candidates' Response Options, should the timeline below prove inappropriate. At any time, those responsible for meeting the timeline may submit materials **before** the given date. The *ATP Policy* related to the timeline is also referenced.

Deadline (by 5:00 PM on date listed)	Activity	Reference in ATP Guidelines
Monday, June 1	Deadline for tenure-track faculty scheduled for tenure/promotion review in 2020-21 to request one-year extension of tenure-track clock through the Unit Chair. For all other tenured/tenure-track faculty applying for tenure and/or promotion in 2020-21, Candidate confirms intentions with Unit Chair	[For one-year extensions, see CRR 310.025 - Extension of Probationary Period for Faculty on Regular Term Appointment, Section B.]
Monday, June 15	Dean submits to Provost a list of all tenure and/or promotion cases for 2020-21; Candidate submits CV and samples of research/creative works and other documents to Unit Chair to be used to solicit external reviews	III.B. (p. 9)
Wednesday, June 17	Chair appoints <i>Ad Personam</i> Committee to begin process of soliciting external letters on research/creative works	Definition (p. 1)
Wednesday, July 1	Candidate submits the initial version of the Factual Record to Unit Chair	Appendix I (p. 16)
Friday - Friday July 3 - July 31	<i>Ad Personam</i> Committee reviews Factual Record and recommends any revisions to Candidate	III.C.1. (p. 10)
Friday, Aug 7	Candidate submits final version of Factual Record to <i>Ad Personam</i> Committee	Appendix I (p. 16)
Friday, Sept 11	<i>Ad Personam</i> Committee sends Candidate's dossier to Unit Committee in all units in which the Candidate holds an appointment	III.C.2.a. & g. (pp. 11 & 13)

Thursday, Oct 8	Voting members of the Unit Committee may submit written statements to Unit Coordinator	III.C.2.a. (p. 11)
Friday, Oct 9	Unit Committee members deliberate and vote	III.C.2.c. (p. 11)
Monday, Oct 12	Committee members may submit additional comments	III.C.2.d. (p. 12)
Friday, Oct 16	Unit Committee report and Chair recommendation (optional) are conveyed to Candidate	III.C.2.e. (p. 12)
Within 7 days of receipt (about Friday, Oct 23)	Deadline for Candidate to submit to Unit Coordinator and/or Chair any request for reconsideration	Response Option (p. 2) and III.C.2.f. (p. 12)
Within 10 days (about Monday, Nov 2)	Unit Committee and/or Chair convey report on outcome of any reconsideration to Candidate	III.C.2.f. (p. 12)
Within 7 days of receipt (about Monday, Nov 9)	If Unit Committee and/or Unit Chair change original report, then Candidate's response, if any, is due to Unit Coordinator and/or Chair	III.C.2.f. (p. 12)
Within 10 days (about Thursday, Nov 19)	Unit Committee and/or Chair convey report on outcome of any reconsideration to Candidate	III.C.2.f. (p. 12)
Friday, Nov 20, or sooner if Response Option allows	Primary Unit Chair forwards dossiers to all Deans' offices in which Candidate holds an appointment	III.C.2.g. (p. 13) Appendix 2 (p. 19--22)
Friday, Jan 22	Dean reviews documents and conveys recommendations to Candidate	III.C.3. (pp. 13--14)
Within 7 days of receipt (about Friday, Jan 29)	Deadline for Candidate to request reconsideration, if any, of Dean	Response Option (p. 2) III.C.3. (p. 14)
Within 10 days (about Monday, Feb 8)	Dean conveys report on outcome of any reconsideration to Candidate	III.C.3. (p. 14)
Tuesday, Feb 9	Tenure-home Dean's office sends complete dossier to Academic Affairs for distribution to the Senate ATP Committee	III.C.3. & 4. (pp. 13-- 14)
Monday, Mar 8	Senate ATP Committee conveys recommendation to Candidate	III.C.4. (p. 14)
Within 7 days of receipt (about Monday, March 15)	Deadline for Candidate to submit to Provost any response to ATP Committee's recommendation	Response Option (p. 2) III.C.4. (p. 14)
Wednesday, Mar 24	Committee sends dossiers to Chancellor	III.C.5. (p. 14--15)

Typically, within 45 days of receiving dossier (about Friday, May 7)	Chancellor sends decision to Candidate	III.C.5. (pp. 14--15)
Within 7 days of receiving decision (about Friday, May 14)	Deadline for Candidate to request any reconsideration	Response Option (p. 2)
Typically, within 20 days of request (about Thursday, June 3)	Chancellor responds to Candidate	III.C.5. (p. 15)
Friday, July 16	Deadline for Chancellor's final action	III.C.5. (p. 15)