

**SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST**

**TARGET DATES FOR TENURE AND PROMOTION REVIEW
2007-08**

NO LATER THAN:

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| Friday, June 8 | Candidate provides dean and department chair/program director with materials for off-campus referees as described in <i>Guidelines and Requirements for Candidates</i> .

Department/program director provides dean with names of two external referees. Dean solicits evaluations from the four referees nominated by candidate and department/program. |
| Friday, September 7 | Dean meets with college or school Rank and Tenure Committee(s) to determine procedures that ensure internal consistency. Dean gives committee the names of any persons candidates have requested not be contacted for references.

Committee elects chair and assigns responsibilities. Committee solicits outside evaluations from referees it has identified. |
| Monday, October 1 | Candidate provides a completed petition to dean and department chair/program director, and one set of backup documentation to department chair/program director. |
| Monday, October 22 | Department chair/program director submits departmental evaluations as completed and candidate's backup documentation to dean, who transmits to college or school Rank and Tenure Committee. |
| Monday, November 26 | College or school Rank and Tenure Committee submits all recommendations as completed to dean. |
| Wednesday, January 2 | Dean submits all materials as completed with his or her recommendations to Provost. |
| Friday, January 4 | Provost submits all materials as completed to University Rank and Tenure Committee. |
| Friday, February 29 | University Rank and Tenure Committee submits all materials as completed with its recommendations to Provost, who submits her recommendations to the President. |
| Spring 2008 | President notifies candidates of decisions after meeting with deans and with University Rank and Tenure Committee. |