

**SANTA CLARA UNIVERSITY  
OFFICE OF THE PROVOST  
TARGET DATES FOR TENURE AND PROMOTION REVIEW  
2019-20**

**NO LATER THAN:**

Monday, April 15	Candidate provides dean and department chair/program director with names of at least two external referees and names of persons not to be contacted.
Monday, April 29	Department/program director provides dean with names of two external referees who have agreed to serve.
Wednesday, May 1	College or school Rank and Tenure Committee begins service. College or school Rank and Tenure Committee may begin process of electing chair and assigning responsibilities.
Wednesday, May 1	Dean gives college or school Rank and Tenure Committee the names of external referees selected by the candidate and the department, along with any persons the candidate has requested not be contacted for references.
Wednesday, May 15	Candidate provides dean and department chair/program director with works to be evaluated and professional CV, as described in <i>Guidelines and Requirements for Candidates</i> .
Wednesday, May 15	Dean solicits evaluations from the four referees nominated by candidate and department/program.
Monday, June 7	College or school Rank and Tenure Committee provides dean with the names of at least two external referees who have agreed to serve. Dean begins soliciting evaluations from external referees nominated by college or school Rank and Tenure committee.
September (date to be set by dean)	Dean meets with college or school Rank and Tenure Committee(s) to determine procedures that ensure internal consistency.
Monday, September 9	Candidate provides a completed petition and backup documentation to dean and department chair/program director.
Thursday, October 10	Department chair/program director submits departmental recommendation materials to dean, who transmits to college or school Rank and Tenure Committee.
Tuesday, November 12	College or school Rank and Tenure Committee submits recommendations as completed to dean. All recommendations must be submitted by date shown.
Thursday, January 2	Dean submits materials as completed with his or her recommendations to Provost. All materials and recommendations must be submitted by date shown.
Friday, January 3	Provost transmits materials as completed to University Rank and Tenure Committee. All materials and recommendations must be submitted by date shown.
Friday, February 14	University Rank and Tenure Committee submits materials as completed with its recommendations to Provost, who submits his or her recommendations to the President. All materials and recommendations must be submitted by date shown.
Spring 2020	President notifies candidates of decisions after meeting with Provost and with University Rank and Tenure Committee.