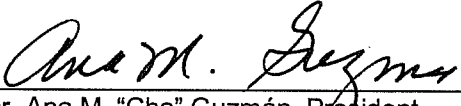


**SIXTH-YEAR TENURE APPLICATION SCHEDULE
2010-2011**

This document is meant to be used by the faculty member during the year in which he or she is applying for tenure. It allows the person to keep track of the steps and deadlines in the tenure process. It is not part of the tenure dossier.

- ___1. **By October 1:** Letter is sent to chair/supervisor advising of faculty member's intention to apply for tenure in their sixth year.
- ___2. **By October 15:** Department Tenure Committee is elected.
- ___3. **By November 1:** Faculty member submits tenure dossier to chair/supervisor.
- ___4. **By November 15:** Chair/supervisor reviews dossier and notifies faculty member of any omissions.
- ___5. **By December 1:** Faculty member corrects any omissions and resubmits dossier.
- ___6. **By February 1:** Department Tenure Committee receives faculty tenure dossier.
- ___7. **By February 15:** Department Tenure Committee forwards dossier and recommendation to the chair/supervisor.
- ___8. **By March 1:** Department chair/supervisor forwards dossier and recommendation to the dean or, in the absence of a dean, the appropriate VP, and notifies candidate in writing as to the recommendation being forwarded.
- ___9. **By March 16:** Dean forwards dossier and recommendation to the appropriate VP and notifies candidate in writing as to the recommendation being forwarded.
- ___10. **By April 1:** Appropriate VP forwards dossier and recommendation to the President and notifies candidate in writing as to the recommendation being forwarded.
- ___11. **By April 8:** President submits tenure list with recommended actions to the Chancellor (through Employee Services) and notifies candidate in writing as to the recommendation being submitted.
- ___12. **By May 17:** Board Action on Tenure Recommendations.
- ___13. **By July 1:** President notifies all tenure candidates of board action (non-recommended candidates also alerted that terminal contract is forthcoming for Year VII)



Dr. Ana M. "Cha" Guzmán, President

8-5-10

Date