



Tenure and Promotion Policy Deadlines

Addenda can be uploaded by committee chairs and administration

* Actions that occur online within OTPS

MAY 1	<ul style="list-style-type: none"> By May 1, HR sends list of eligible candidates to Dean Upon receipt, Dean sends list of eligible candidates to Department Chair 	
by MAY 15	Department Chair notifies candidate of eligibility	
by JUL 15	Eligible candidate notifies Department Chair of intent to apply	
by AUG 1	Department Chair sends list of applying candidates to college administrator	
* by AUG 15	<ul style="list-style-type: none"> College administrator builds candidate profiles in system Candidate is notified when system is ready for login 	
* by SEP 15	Candidate uploads supporting document, tenure and/or promotion narrative statement, and CV	Department Chair uploads course load, peer reviews of teaching, and external reviews if applicable
	✓ Department committee and Department Chair can now see candidate documents	
* by OCT 7	Department Committee Chair uploads report, enters votes, and all members electronically sign in OTPS	
	✓ Candidate and Department Chair can now see Department Committee report	
* by OCT 15	Department Chair uploads statement, enters recommendation, and signs electronically	
	<ul style="list-style-type: none"> Candidate can now see Department Chair statement College Committee and Dean can now see Department Chair report, Department Committee report, and candidate documents 	
* by DEC 15	College Committee Chair uploads report, enters votes, and all members sign electronically	
	✓ Candidate, Department Chair, and Dean can now see College Committee Report	
* by FEB 1	Dean uploads statement, enters recommendation, and signs electronically	
	<ul style="list-style-type: none"> Candidate and Department Chair can now see Dean statement Vice President can now see Dean statement, College Committee report, Chair statement, Department Committee report, and Candidate documents 	
* by MAR 1	Vice President uploads statement, enters recommendation, and signs electronically	
	<ul style="list-style-type: none"> Candidate, Department Chair and Dean can now see Vice President statement President can now see all candidate information and recommendations 	
* by APR 1	President uploads statement, enters recommendation, signs electronically, and forwards recommendations to ETSU Board of Trustees for action	
	✓ Candidate can now see President statement	
* by JUL 15	President uploads official notice of tenure/promotion decision	
	✓ Candidate can now see notification of ETSU Board of Trustees' decision pertaining to tenure and/or promotion	
* by AUG 1	Documents for this cycle will no longer be available via OTPS after programmers begin the archiving process. Candidates who wish to download documents should do so by August 1 st .	