



College of Fine, Performing and Communication Arts
Office of the Dean
5104 Gullen Mall
Detroit, MI 48202
(313) 577-5342
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MEMORANDUM

To: CFPCA Chairs and Faculty Members
From: James Thomas, Associate Dean for Faculty Affairs
Subject: 2017-2018 Faculty Promotion and Tenure Calendar
Date: 8 February 2017
Copies: Matt Seeger, Robin Collins

Please review the following P&T timetable, which is based on previous-year schedules. Contact Robin Collins or myself with any questions.

Formal Notice of Intent to Apply for promotion and/or tenure is due to Chairs March 1st of the year preceding the review (see last page).

Important Dates 2017-2018 (all deadlines 5:00pm):

9 January 2017: Classes Begin

20 February 2017: CFPCA workshop held by the Associate Dean on the subject of preparing materials for 6th and 7th year promotion and tenure review, early tenure review, and promotion review.

1 March 2017: Candidates for early tenure consideration or for promotion to Professor request 2017-2017 consideration by submitting a Notification Form to Department Chair. (See Notification Form below.)

15 March 2017: Chairs submit to Associate Dean a list of all candidates for 6th and 7th year P&T review, early tenure review, and promotion review.

Early April 2017: Department Chairs consult Department P&T Committees on selection of External Evaluators.

24 April: Classes End

1 May: Candidates supply materials for External Evaluators' reviews to Department Chair.
• Candidates and Department Chair discuss list of External Evaluators. • Final list of External Evaluators is determined by Chair in consultation with Department P&T Committee.

4 May 2017: Department Chair contacts External Evaluators and distributes candidates' materials with instructions.

17 August 2017: University Year Appointments Begin

30 August 2017: (Classes Begin) Candidates for early tenure review, 6th and 7th year reviews, early P&T reviews, and promotion reviews submit finalized materials to Department Chair. • External Evaluator letters due to Department Chair.

Early September 2017: College Promotion and Tenure Committee election takes place.

10 September 2017: Candidates' materials are made available to Department Promotion and Tenure Committee.

15 October 2017: Department P&T Committee recommendations completed and forwarded to Department Chair.

5 November 2017: Department Chairs' recommendations completed. • Chair notifies candidates of review status via memo. • Materials of candidates receiving positive recommendations are due in Dean's Office.

12 November 2017: Candidate files available for College P&T Committee review.

12 November – 13 December: College P&T Committee Meetings

12 December 2017: (Classes End) College Promotion and Tenure Committee recommendations completed.

21 December 2017: (note: Final Exams end 12/19/16) Dean's recommendation completed.

8 January 2018: Classes Begin

16 January 2018: Materials of candidates receiving positive recommendations are due in Provost's Office. • Associate Dean notifies candidates of review status via memo.

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For WSU and AAUP/AFT Promotion and Tenure Contractual Information, see p. 94-110 at http://provost.wayne.edu/aaup/wsu_aaup-aft_contract.pdf

For comprehensive WSU Promotion and Tenure procedures and documents, see <http://provost.wayne.edu/resources/promotion-tenure.php>

For CFPCA Promotion and Tenure Information, see <https://cfpca.wayne.edu/pt.php>



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**NOTIFICATION OF INTENT TO APPLY FOR
PROMOTION AND TENURE REVIEW OR PROMOTION REVIEW**

This form must be submitted to the Department Chair no later than March 1st of the academic year preceding the review for promotion and/or tenure.

Department _____

Faculty Signature _____

Print Name _____

Untenured Years on Tenure Track _____

Tenured Years in Rank _____

I wish to be considered for **PROMOTION AND TENURE** during the next academic year.

Faculty Signature

Date

I wish to be considered for **PROMOTION** during the next academic year. (Please consult with the Chair before choosing this option.)

Faculty Signature

Date

Chair Signature

Date Received

Date Signed

Distribution: Applicant Chair Dean's Office (Original)