

**College of Engineering**  
**University of South Alabama**  
**Summary of Tenure and Promotion Timeline**

Any date falling on a weekend or a University holiday is understood to represent close of business on the nearest prior working day.

- June 15** The Dean notifies eligible faculty members, their chairs and the College Promotion and Tenure Committee of eligibility for promotion or tenure review.
- July 15** Eligible faculty members notify the G H D Office of their intent to apply for promotion and/or tenure. Faculty in the terminal year of their probationary period must be evaluated for tenure in accordance with the procedures outlined in the Faculty Handbook.
- August 25** Eligible faculty members who are applying for promotion and/or tenure submit to the Department Chair a list of suggested external referees and also their curriculum vitae including a list of all relevant publications. The Department Chair sends a copy of the curriculum vitae to the Chair of the Department Promotion and/or Tenure Committee to be used by that Committee in its own selection of external referees. This curriculum vitae is also subsequently sent to the selected external referees but does not become part of the F D Q G L G D W H ¶ V S R U W I O L R
- Sept 1** The Department Promotion and/or Tenure Committees meet, as arranged by Departmental Chairs, and elect their committee chairs.
- Sept 5** The members of the Departmental Promotion and/or Tenure Committee submit to the Chair of the Department a list of names of external referees who are recognized scholars in the F D Q G L G D W H ¶ V scholarship. Note that this list submitted to the Department Chair is a compilation of three lists as defined in the Tenure and Promotion Statement of Policies and Procedures.
- Sept 10** Eligible faculty members submit preliminary promotion and/or tenure material including those portions of the complete portfolio necessary for external referees.
- Sept 15**

**Jan 17-22** The Dean checks that all required materials are present and in order. If not, the **Dean** requests immediate correction. The Dean calls a meeting of the College Promotion and/or Tenure Committee.

**Jan 22-Feb 1** All materials are made available to the College Promotion and/or Tenure Committee. At the first meeting of this Committee, it is charged with its tasks by the Dean, and it elects its Chair. This Committee starts its deliberation and meets as often as needed.

**Feb 1-14** The College Promotion and/or Tenure Committee discusses the materials and arrives at a recommendation.

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