Office for Faculty Development

# **Suggested Chores and Due Dates for Department Chairs, DPC Chairs and Candidates for Promotion to Senior Rank**

The following list ofcandidate chores and due dates may be helpful in simplifying the review process for a tenured faculty member seeking promotion to senior rank. Departments may want to alter the chores and discretionary due dates to match their own practices. We strongly recommend that the chair and candidate discuss the list at the beginning of the process (with the understanding that it does not include chores that chairs complete independently.)

* **Late April of prior year:** Faculty member provides written notification to Chair of intent to submit his/her name for promotion to senior rank in following year. Faculty member may want to include post-tenure list of accomplishments in research, teaching, service. Dean must approve by May. (See Master calendar for exact dates.)
* **May 15**: Candidate provides list of 8-10 external reviewers of research/scholarship: names, titles, postal addresses, email addresses; brief description of one’s relationship with the person. (Candidates should not contact these people.)

**May 30**: Up-to-date CV; waiver form signed; candidate reviews DPC list of external reviewers and notes any that may be biased.

* **May 30**: Electronic copies of all work that is in print or accepted for publication, and copies of any work in progress that the candidate wants to be evaluated. Paper copies of published monographs must be supplied.
* **Aug. 15:** Draft of Personal Statement due: CV, AFRs and personal statement must match exactly. If there are discrepancies, the personal statement will need to explain them. CV should clearly distinguish peer-reviewed materials from others and clearly represent the stage of publication of a work. (Since the materials for promotion to senior rank are not due to the Dean until February, this due date may be pushed back.)
* **Aug.15:** Syllabi and course materials should be submitted electronically. (Since the materials for promotion to senior rank are not due to the Dean until February, this due date may be pushed back.)
* **August 20**: List of service referees from off-campus and on campus: (for non-departmental references identify service relationship; for off-campus references, identify service relationship and also include titles and email addresses)
* **Aug. 20** Student referees should be considered at this point using whatever approaches a department takes, for example: candidate reviews randomly selected student referees for possible bias; candidate provides names of a select few student referees (Candidate does not contact these students him/herself.).
* **September 10**: Personal Statement due. (Since the materials for promotion to senior rank are not due to the Dean until February, this due date may be pushed back if DPC agrees.)

The department administrator will provide assistance: s/he will prepare the table of contents and keep the file updated as letters continue to come in after Sept. 1. Candidates may add materials to their file (such as new publications, awards received, etc.) at any time during the tenure process.

**This suggested list of chores is intended only as a supplementary aid to the Red Book.**

**Promotion to Senior Rank Review File: Suggested CHAIR’S Chores and Due Dates**

In addition to guiding the candidate in the completion of the above chores, *the department chair is responsible for the organization of the action file*:

[Organization of Personnel Action Files](https://www.umb.edu/media/umassboston/content-assets/academics/pdf/Organization_of_Major_Personnel_Actions_3.28.23.pdf)

The following list of chores and suggested due dates may help a chair to prepare the materials for the file. It does not substitute the Organization of Files document which contains important details not included here.

**April 15:**

* Chair notifies tenured faculty of deadline for submitting written notification to Chair of intent to submit his/her name for promotion to senior rank in the following year. Chair may want to suggest that the faculty member include a list of post-tenure accomplishments in research, teaching, service. Dean must approve by May for process to continue.

**May 1:**

* Waiver of Rights of Access to Letters of Recommendation Form signed by candidate.

**June 1:**

* Solicit external recommendations of scholarship, creative work or professional activity. Letter of solicitation should indicate whether candidate has waived access. Those who agree to review should send CV.

**July 1:**

* Send materials to external reviewers of scholarship, creative work or professional activity
* Solicit external and internal service recommendations.
* Solicit external and internal student recommendations using whatever approaches a department takes, for example: candidate reviews randomly selected student referees for possible bias; candidate provides names of a select few student referees (Candidate does not contact these students him/herself.).
* Organize course evaluations and other teaching evidence for DPC. ***(Candidates may not be asked to manage their own course evaluations under any circumstances.)***

**Sept. 10:**

* Action file should be organized and ready for review by DPC. (Since the file is not due to the Chair until January, this date may be pushed back if Chair agrees.)