

**Promotion and Tenure Timetable at [University of Maine]**

**To be written by each campus and provided to faculty members seeking tenure/promotion.**

\* **September xx:** The faculty member requests consideration for tenure (prior to the sixth year) or for promotion. This request is addressed to the faculty member's Chairperson (Director or Dean in those units without chairpersons). Faculty entering their sixth year of probationary service must be considered for promotion and/or tenure.

\* **September xx:** The Chairperson (Dean or Director) instructs the Departmental Promotion and Tenure Committee as to its responsibilities regarding promotion/tenure recommendations.

**October x:** The faculty member submits all application materials to the Departmental Promotion and Tenure Committee.

\* **November xx:** The Departmental Promotion and Tenure Committee forwards the application, its recommendation, and any other supporting documentation accompanying the application to the Chairperson (Dean or Director). The faculty member has one week to reply or comment following receipt of the Committee's materials by the Chairperson.

\* **November xx** (Or within one week of receipt of the Departmental Promotion and Tenure Committee's materials by the Chairperson (Dean or Director)): The Chairperson (Dean or Director) must receive the faculty member's response, if any, to the Committee's recommendation.

**November xx:** The Chairperson\* forwards his/her recommendation (at the end of the one-week response period or after receipt of the faculty member's response, if any, whichever occurs sooner) to the Dean, along with the Departmental Promotion and Tenure Committee's recommendation and the faculty member's written response, if any.

**December/January:** Any administrative Promotion and Tenure review of applications and recommendations to the President.

\* **February xx:** The President notifies the faculty member of his/her decision (promotion) or his/her recommendation to the Board of Trustees (tenure).

**March xx:** The Board of Trustees acts on tenure nominations. Informal notice of Board action is made by telephone through deans' offices. A formal letter of notification follows from the President.

\* Contractual deadlines

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\* Language may be different for University of Maine at Machias, University of Maine at Presque Isle and University of Southern Maine