



Tenure and Promotion Policy Deadlines

Actions that occur outside of Watermark Faculty Success

MAY 1

- 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 Office of the Provost

by AUG 15

- ETSU Watermark coordinator creates schedules in Watermark Faculty Success
- Candidate is notified when system is ready

by SEP 15

Candidate submits application materials.

✓ *Department committee can now see candidate documents*

by OCT 7

Department Committee Chair uploads report, enters votes, uploads external reviews if applicable

✓ *Candidate can now see Department Committee report*

by OCT 30

Department Chair uploads statement and enters recommendation

✓ *Candidate can now see Department Chair statement*

✓ *College Committee can now see Department Chair report, Department Committee report, and candidate documents*

by DEC 15

College Committee Chair uploads report and enters votes

✓ *Candidate can now see College Committee Report*

by FEB 1

Dean uploads statement and enters recommendation

✓ *Candidate can now see Dean statement*

* **by MAR 1**

Vice President uploads statement and enters recommendation

✓ *Candidate can now see Vice President statement*

* **by APR 1**

President uploads statement, enters recommendation, 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*

* Dates may be adjusted if candidate decides to appeal a decision.

✓ Candidates and Committees can view materials and/or evaluations a few days after the deadline.

Note: Department Chairs, Deans, Vice President, and President can view candidate materials and evaluations at any stage of the process.