



Promotion and Tenure Timeline

Note: Deadlines do not include the appeals process.

May 1: HR sends list of eligible candidates to Dean. Upon receipt, Dean sends a list of eligible candidates to Department Chairs.

May 15: Department Chair notifies candidate of eligibility.

July 15: Eligible candidate notifies Department Chair of intent to apply.

August 1: Department Chair sends list of applying candidates to Office of the Provost.

August 15: ETSU Watermark coordinator creates schedules in Watermark Faculty Success. Candidates are notified when the system is ready.

September 15: Candidate submits application materials. Department Chair emails external reviews (confidential to the candidate) to watermark@etsu.edu.

- **By September 19:** Department Committee receive invitation email and can view promotion and tenure materials.

October 14: Department Committee uploads report and enters votes.

- **By October 16:** Candidates can view the Department Committee report and votes.
- **By October 18:** Department Chair receives invitation email. (Chairs can view candidate materials and evaluations at any stage of the process.)

November 6: Department Chair uploads statement and enters recommendation.

- **By November 8:** Candidates can view the Department Chair statement and recommendation.
- **By November 10:** College Committee receives invitation email and can view promotion and tenure materials.

December 15: College Committee Chair uploads report and enters votes.

- **By December 17:** Candidates can view the College Committee report and votes.
- **By December 19:** Dean receives invitation email. (Deans can view candidate materials and evaluations at any stage of the process.)



February 1: Dean uploads statement and enters recommendation.

- **By February 6:** Candidates can view the Dean statement and recommendation.
- **By February 8:** Vice President receives invitation email.

March 1: Vice President uploads statement and enters recommendation.

- **By March 6:** Candidates can view the Vice President statement and recommendation.
- **By March 8:** Review form opens for President.

April 1: President uploads statement and enters recommendation.

- **By April 6:** Candidates can view the President statement and recommendation.
- **By April 8:** Review form opens for Board of Trustees.

June 1: Board of Trustees uploads final recommendation and statement after the May Board of Trustees meeting.

- **By June 3:** Candidates can view the department chair statement and recommendation.