



# WINSTON-SALEM STATE UNIVERSITY

## Timeline for Tenure and/or Promotion 2024-2025 Academic Year

- September 2 Faculty submits completed dossier to the department Senior Faculty via Faculty Success (referred to as the electronic dossier review system). Dossier [content guidelines](#) are available on the Faculty Affairs [website](#). The dossier includes the application for tenure and promotion and exhibits of teaching, research, and service activities
- September 4-23 Senior Faculty and Chair review tenure and promotion dossiers in Faculty Success; and make tenure/promotion recommendations
- (Notification letters of recommended and not recommended for tenure/promotion must be generated by the senior faculty and chair and uploaded to Faculty Success. Applicants will be able to review the letters in the electronic system)
- October 1 Department Chair writes recommendation letter, uploads it, and electronically forwards the application materials to the dean
- October 28 Dean will electronically forward all dossier for tenure and promotion to the Office of Faculty Affairs.
- (Notification letters of applications not recommended and recommended for tenure/promotion will be uploaded into the electronic dossier review system. Applicants will be able to review the letters in the electronic system)
- October 29 - 31 Office of Faculty Affairs reviews materials for completeness and forwards dossiers to the Tenure & Promotion Committee meetings
- Nov 1 - December 2 Tenure and Promotion Committee review submitted materials and write recommendation letters. All recommendations are electronically forwarded to the Provost by the Tenure and Promotion Committee by the close of business, December 2, 2024.

(Notification letters of applications not recommended and recommended to move forward will be sent by the committee chairperson. Recommendation letters will be uploaded in the electronic review system. Applicants will be able to review the letters in the electronic system).

January 6 - February 7    Provost begins review of tenure and promotion recommendations from Promotion & Tenure Committee in Faculty Success

(Notification letters of applications not recommended and recommended to for tenure/promotion will be sent by Provost to Chancellor. Recommendation letters will be uploaded in the electronic review system. Applicants will be able to review the letters in the electronic system).

February 12                Provost forwards his recommendations to the Chancellor

February 13-28            Chancellor begins review of tenure and promotion recommendations by the Provost

(Notification letters of applications not recommended and recommended for tenure/promotion will be uploaded in Faculty Success by the Chancellor's Designee)

March 13                    Board of Trustees Promotion & Tenure Committee Meeting

March 14                    Board of Trustees Meeting (third Friday of March)

March 27                    Notification letters of Board of Trustees decisions sent to faculty within five business days of the BOT meeting