

**Provost & Vice President  
for Academic Affairs**

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TO: Academic Deans, Department Chairs, and Faculty

FROM: Eric Carl Link, Provost and Vice President for Academic Affairs

DATE: April 6, 2023

RE: 2023 – 2024 Annual Timeline for Promotion & Tenure Review

Below please find the timelines that will apply to the promotion and/or tenure process for all eligible faculty for the 2023 – 2024 academic year. UND promotion, tenure, and evaluation information, including a listing of the required materials and relevant forms, is available [here](#) at the Provost and Vice President for Academic Affairs webpage.

As a reminder, the UND Faculty Handbook requires that faculty with research obligations who are seeking tenure and/or promotion include external reviewers as part of the review process, no matter the rank. This is [outlined](#) in the UND *Faculty Handbook*. For more guidance and templates on external reviewers please see the VPAA Promotion and Tenure [website](#).

### Background

The University of North Dakota's (UND) success depends on academic excellence and the exceptional work and outstanding achievements of its distinguished faculty. Promotion and tenure are among the most significant professional benchmarks during a faculty member's career in teaching, research or creative scholarship, and service. Tenure is awarded for academic achievement, confidence in future performance, contributions to the university and its communities, and in recognition of the value of academic freedom. Promotion recognizes evidence of intellectual distinction, professional recognition, and academic integrity. Together, promotion and tenure—along with the annual evaluation process for all faculty that aligns performance objectives and outcomes—encompass the scope of faculty roles and responsibilities, and they impact the vitality and viability of UND's academic mission. Promotion and Tenure processes must be conducted rigorously, fairly, and in accordance with appropriate benchmarks and metrics that align with discipline-specific standards and national norms.

At UND, all recommendations and advice on faculty promotion and tenure are to be informed by and in accordance with State Board of Higher Education policy (see esp. [605.1](#), [605.2](#), [605.3](#) and [605.4](#)), North Dakota University System policy (see esp. Sec. [605.1](#)), the UND *Faculty Handbook*, and UND College, School, and Departmental policies and procedures (see specific guidelines at the unit levels). Discipline-specific norms and standards, as well as national best practices, also should inform university PTE policies, practices, and procedures.

## Timeline for the Promotion and Tenure Process

The following timeline will apply to the promotion and tenure process for all eligible faculty for the 2023-2024 academic year. All University-level dates are to remain reasonably fixed with minimal change from year-to-year. If a date falls on a weekend, federal or state holiday, or other day that the University is officially closed, the deadline is automatically extended to the next business day. College or School Dean's offices should share these dates and deadlines, along with any applicable internal deadlines, with Department Chairs and all faculty, and they will be posted on the Vice President for Academic Affairs webpage. Any College- or School-specific deadlines that differ from the University timeline must be communicated directly to candidates by the College or School.

<b>UNIT Deadline</b>	<b>Description of Action</b>
<b>DEPARTMENT</b> April 17, 2023	<a href="#">Notice of Intent form</a> to become a candidate for promotion and/or tenure submitted by applicant to department chair.
<b>DEPARTMENT</b> May 1, 2023 (unless required earlier by the department or college)	Names of suggested external reviewers filed with the Department Chair submitted by applicant to department chair.
<b>DEPARTMENT</b> September 8, 2023	Applicants submit tenure and/or promotion dossier electronically to Department Chair by September 8. Once submitted to Department, the dossier is complete.
<b>DEPARTMENT</b> September 13, 2023	Chair makes applicant dossier available electronically to Department Committee by September 13, 2023.
<b>DEPARTMENT</b> October 2, 2023	Department Committee's written record of votes on promotion and/or tenure and written advice, including the basis for any recommendation, due to Department Chair.
<b>DEPARTMENT</b> October 16, 2023	Department Chair's recommendations are made on tenure and/or promotion and applicants are informed in writing of Chair's recommendation, including the department committee's written record of votes and basis for any recommendation. Dossiers are made available electronically to applicants to review and respond (if desired) to any material in the file.
<b>DEPARTMENT</b> Three complete business days immediately following receipt of Department Chair's recommendations as described in the previous date in this timeline	Applicant provides response (if desired) to Department Chair via letter sent electronically.

<p><b>DEPARTMENT</b> Business day immediately following the three-day period available for applicant review and response</p>	<p>Applicant dossier containing written recommendations and supporting statements from Department Chair and Department Committee due to Dean. Documents should be submitted according to the College/School's policies and procedures (e.g. electronically through blackboard).</p>
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<p><b>COLLEGE</b> October 26, 2023</p>	<p>Dean's Office makes dossiers and accompanying materials available electronically to College Committee.</p>
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<p><b>COLLEGE</b> November 15, 2023</p>	<p>Advice from the College Committee, along with written record of votes for and against promotion and/or tenure and written advice, including the basis for any recommendation, due to Dean.</p>
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<p><b>DEAN</b> December 7, 2023</p>	<p>Dean's recommendations are made on tenure and/or promotion and applicants are informed in writing of Dean's recommendation, including the basis for any recommendation and College Committee's written record of votes, written advice and basis for any recommendation. Dossiers are made available electronically to applicants to review and respond (if desired) to any material in the file.</p>
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<p><b>DEAN</b> Three complete business days immediately following receipt of Dean's recommendations as described in the previous date in this timeline</p>	<p>Applicant provides response (if desired) to Dean via letter sent electronically.</p>
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<p><b>DEAN</b> Business day immediately following the previous date in this timeline</p>	<p>Written recommendations and supporting statements from Dean, along with applicant dossiers including documentation and votes from all levels of review, due to Provost and Vice President for Academic Affairs (for both tenure and promotion) via Blackboard site.</p>
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<b>UNIVERSITY PROMOTION &amp; TENURE COMMITTEE &amp; ACADEMIC DEANS</b> December 18, 2023	Provost's Office makes promotion and/or tenure dossiers available for review via Blackboard to University Promotion & Tenure Committee and Academic Deans.
<b>UNIVERSITY PROMOTION &amp; TENURE COMMITTEE</b> January 25, 2024	University promotion and tenure committee advice, along with written record of votes on promotion and/or tenure and basis for advice, due to Provost and Vice President for Academic Affairs.

<b>COMMITTEE OF ACADEMIC DEANS</b> February 5, 2024	Committee of academic deans' advice, along with written record of votes on promotion and/or tenure and basis for decision, due to Provost and Vice President for Academic Affairs.
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<b>PROVOST</b> On or about February 15, 2024	Provost and Vice President for Academic Affairs' recommendations for promotion and/or tenure, and applicants are informed in writing of Provost and Vice President for Academic Affairs' recommendations and basis for decision.
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<b>PROVOST</b> Three complete business days immediately following receipt of Provost's recommendations as outlined the previous date in this timeline	Dossiers are made available for applicants to review and respond (if desired) to any material in dossier.
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<b>PROVOST</b> Business day immediately following the previous date in this timeline	Written recommendations from Provost and Vice President for Academic Affairs for promotion and/or tenure due to President.
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<b>PRESIDENT</b> On or about March 4, 2024 (based on NDUS and SBHE deadlines)	President's decisions on promotion and recommendations on tenure are made and applicants are informed in writing of President's decisions and recommendations.
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<b>PRESIDENT</b> TBD annually in spring	President's recommendations on tenure are forwarded to NDUS and SBHE. SBHE votes on tenure recommendations at the end of April. After decision is made applicants will be notified via written letter from the President.
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## Notes and Additional Guidance

All required faculty dossier materials forwarded to the Provost and Vice President for Academic Affairs must be in electronic form. It is therefore recommended that Departments, Colleges, and Schools move required materials to electronic form for review at all levels.

The terms “recommendation” and “advice” reflect the UND *Faculty Handbook*, which specifies that Chairs, Deans, and the Provost and Vice President for Academic Affairs make written “recommendations” on promotion and/or tenure applications. Committees, therefore, advise those entities. The faculty member’s right to review and respond occurs at each instance of formal recommendation.

Per SBHE policy, for tenure-eligible faculty hired at mid-year, the half-year of service shall count as full-year toward tenure.

Time spent on leave of absence or developmental leave may be counted as academic service. Faculty members should obtain the approval of the Chair, Dean, and Provost and Vice President for Academic Affairs if they choose to extend their probationary period due to a leave of absence or developmental leave. See [UND Faculty Handbook, Sec. 1-8](#).

A request for an [extension](#) of the probationary period for tenure-eligible faculty because of an exceptional circumstance may be submitted at any time, but *no later* than August 15 preceding the faculty member’s final probationary year (i.e. the year in which the faculty member would be required to apply for tenure). Requests for extension should be made using the [form](#) available on the VPAA website.