

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 7:** Department Committee uploads report and enters votes.
 - **By October 9:** Candidates can view the Department Committee report and votes.
 - **By October 11:** Department Chair receives invitation email. (Chairs can view candidate materials and evaluations at any stage of the process.)
- **October 30:** Department Chair uploads statement and enters recommendation.
 - **By November 1:** Candidates can view the Department Chair statement and recommendation.
 - **By November 3:** 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.