

MALS Promotion & Tenure Faculty Checklist

May 31

- Submit your CV to MALS in standard format (for all MALS faculty, no matter when you next go up for promotion)

November 1 of the year before the year you go up:

- Prepare dossier
- Submit list of prospective outside reviewers (hard copy, include standing/rank in field & current institution)
- Submit research and teaching statements
- Submit 5 most significant publications

November:

- Chair and MALS College P&T committee representative review dossier and discuss case with you. With early promotion cases, if there are any unresolved questions about the file, it can be sent to the CoLA Dean's office for further review before being sent to the EBC for a vote.

February of the year you go up:

- The Tenured members of the MALS EBC review the case (CV and two statements) and votes on whether to put the file forward

March/early spring:

- MALS chair requests outside review letters
- Submit all remaining information to department (see file checklist)

Summer:

- Outside letters submitted
- MALS reports submitted

Late August/Early September:

- Tenured members of MALS EBC consider the dossier and votes on promotion recommendation
- MALS submits final file to COLA P&T committee