



# ELIZABETH CITY STATE UNIVERSITY

## PROMOTION AND TENURE TIMELINE FOR 2019 - 2020

*The following timeline should be followed for submission of documents for consideration of promotion and/or tenure. The Application Form for Promotion and Tenure may be accessed from the ECSU Website: Faculty & Staff>Forms & Documents>Application for Promotion and Tenure.*

AUGUST 7, 2019 TO JANUARY 22, 2020	PREPARATION OF APPLICATION (including portfolio) FOR PROMOTION AND/OR TENURE
OCTOBER 17, 2019	OVERVIEW MEETING FOR FACULTY IN THE PROMOTION AND TENURE CLASS OF 2019-20
JANUARY 22, 2020	SUBMISSION TO COMMITTEE OF DEPARTMENTAL TENURED FACULTY*
FEBRUARY 3, 2020	SUBMISSION OF RECOMMENDATIONS (including portfolio) TO DEPARTMENT CHAIR
FEBRUARY 21, 2020	SUBMISSION OF RECOMMENDATIONS (including portfolio) TO DEAN
FEBRUARY 28, 2020	SUBMISSION OF RECOMMENDATIONS (including portfolio) TO VCAA (To convene the Faculty Personnel Committee)
MARCH 6, 2020	SUBMISSION BY VCAA TO FACULTY PERSONNEL COMMITTEE
APRIL 3, 2020	SUBMISSION FROM PERSONNEL COMMITTEE TO VCAA
APRIL 10, 2020	SUBMISSION FROM VCAA TO CHANCELLOR
JUNE 9, 2020	SUBMISSION TO ECSU BOARD OF TRUSTEES
JUNE 23, 2020	<b>(FOR TENURE ONLY)</b> SUBMISSION TO THE UNC OFFICE OF THE PRESIDENT

\*If there are fewer than five departmental tenured faculty members, the committee will need to include a tenured faculty from a related discipline within the university. This action will require approval of the Provost/Vice Chancellor for Academic Affairs.