

## **Memorandum of Understanding regarding Promotion and Tenure Schedule for 2023-24 (TET)**

**September 15, 2022**

The University and AAUP-WSU agree to the following timetable for the Promotion and Tenure processes that will take place during the 2023-2024 academic year.

### **Promotion and Tenure Schedule for 2023-2024 (TET)**

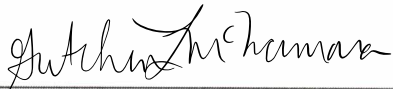
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|--------------------------|---|
| March 13, 2023 (Mon)     | Deadline for candidate to initiate promotion and tenure process via a written request to the Department Chair, with a copy to the Department Promotion and Tenure Committee, and to submit suggested names of external reviewers to the chair of the Department Promotion and Tenure Committee  |
| April 10, 2023 (Mon)     | Deadline for candidate to submit materials to be sent to the outside reviewers  |
| August 14, 2023 (Mon)    | Deadline for Department Promotion and Tenure Committee to send out request letters soliciting external review   |
| September 5, 2023 (Tues) | Deadline for candidate to submit to the Department Chair the complete Promotion & Tenure document and all materials described in Terms and Conditions   |
| October 13, 2023 (Fri)   | Deadline for Department Promotion and Tenure Committee and Department Chair to complete review of promotion and tenure document for all candidates, for the Department Promotion and Tenure Committee's recommendation and the Department Chair's letter to be added to each candidate's file, and for the Department Chair to notify each candidate of these additions |
| November 8, 2023 (Wed)   | Deadline for candidate to submit a rebuttal   |
| November 13, 2023 (Mon)  | Deadline for Department Chair to submit promotion and tenure files to the Dean  |
| January 19, 2024 (Fri)   | Deadline for College Promotion and Tenure Committee and Dean to complete review of all promotion and tenure files, for the College  |

Committee's recommendation and the Dean's letter to be added to each file, and for the Dean to notify each candidate of these additions

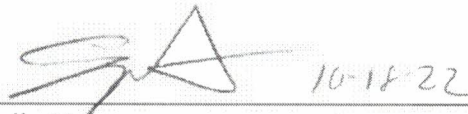
- February 5, 2024 (Mon) Deadline for candidate to submit a rebuttal
- February 9, 2024 (Fri) Deadline for Dean to submit promotion and tenure files to the Provost
- February 20, 2024 (Tues) Meeting of the University Promotion and Tenure Committee
- February 26, 2024 (Mon) Deadline for the Provost to provide written notification to candidates of the decision and vote of the University Promotion and Tenure Committee
- March 9, 2024 (Fri) Deadline for candidate to notify the Provost and the AAUP-WSU of intent to file an appeal
- March 23, 2024 (Fri) Deadline for candidate to submit an appeal and supporting documentation
- TBD President presents candidates to Board of Trustees for approval



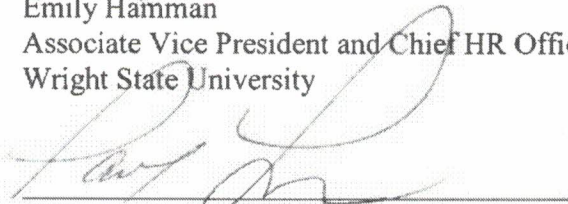
Robert E. Rubin  
President  
AAUP-WSU



Gretchen L. McNamara  
Chief Negotiator  
AAUP-WSU

 10-18-22

Emily Hamman  
Associate Vice President and Chief HR Officer  
Wright State University



Carol Loranger  
Vice Provost for Faculty Affairs  
Wright State University