

Memorandum of Understanding regarding Promotion and Tenure Schedule for 2023-24 (NTE)

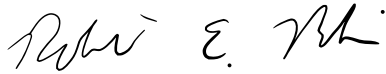
September 27, 2023

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 Schedule for 2023-2024 (NTE)

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| October 13, 2023 (Fri) | Deadline for candidate to initiate the promotion process by submitting to the Department Chair (Dean and/or Chief Officer for candidates at the Lake Campus) the complete Promotion Document (Section N13.5.4.1) |
| November 7, 2023 (Fri) | Deadline for the Department Chair to (1) review the Promotion Document, (2) add a letter recommending for or against the promotion to the candidate's Promotion File, (3) give a copy of the letter to the candidate, and (4) transmit the Promotion File to the Dean (not applicable for candidates at the Lake Campus) |
| November 21, 2023 (Tue) | Deadline for candidate to submit to the Dean a rebuttal to the Department Chair's letter (Section N13.5.4.2) (not applicable for candidates at the Lake Campus) |
| January 12, 2024 (Fri) | Deadline for College Senior Lecturer (Clinical Assistant Professor) Promotion Committee to complete its review of each Promotion File and add its written recommendation to the Promotion File |
| January 19, 2024 (Fri) | Deadline for the Dean to (1) notify the candidate in writing of the recommendation and vote of the College Senior Lecturer (Clinical Assistant Professor) Promotion Committee, and (2) provide a copy of the College Committee's written recommendation to the candidate |
| February 5, 2024 (Mon) | Deadline for candidate to submit to the Dean a rebuttal to the College Committee's written recommendation |
| February 16, 2024 (Fri) | Deadline for the Dean to (1) review the Promotion File, (2) add a letter recommending for or against the promotion to the candidate's Promotion File, (3) give a copy of the letter to the candidate, and (4) transmit the Promotion File to the Provost |
| March 11, 2024 (Mon) | Deadline for candidate to submit to the Provost a rebuttal to the Dean's letter |

- March 25, 2024 (Mon) Deadline for the Provost to (1) review the Promotion File, (2) add a statement to the Promotion File recommending for or against the promotion, (3) give a copy of the statement to the candidate, and (4) forward the Promotion File to the University President for consideration and recommendation to the Board of Trustees. If the Provost disagrees with the Dean's recommendation, he or she will, as part of (2) and (3), add a written explanation to the Promotion File and promptly send a copy to the candidate.
- April 1, 2024 (Mon) Deadline for candidate to notify the University President and the AAUP-WSU Grievance Officer of her or his intent to file an appeal
- April 8, 2024 (Mon) Deadline for candidate to submit an appeal and supporting documentation to the University President and the AAUP-WSU Grievance Officer
- TBD President presents candidates who have not filed an appeal to Board of Trustees for approval



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