

**REMINDER FROM DR. JEFFREY WIMER, CHAIR  
UNIVERSITY-WIDE PROMOTION & TENURE COMMITTEE**

**To Faculty applying for Promotion and/or Tenure during the 2018 - 2019 cycle and their respective Department Chairs, Deans and Vice Presidents:**

The University-wide Promotion & Tenure Committee would like to remind everyone of approaching due dates **Friday, February 1, 2019 for Promotion** and **Friday February 15, 2019 for Tenure**. Please pay particular attention to the location and hours during which the committee will be accepting materials. For further information about these materials and deadlines visit the Promotion deadlines: <https://www.millersville.edu/provost/files/promotion-deadlines-2018-2019.pdf> and Tenure deadlines: <https://www.millersville.edu/provost/files/tenure-deadlines-2018-2019.pdf>

### **For Promotion Applicants:**

***Delivery: Friday, February 1, 2019 ... anytime between 8:15 a.m. to 4:00 p.m.***

The following materials are due to the University-Wide Promotion & Tenure Committee in **McNairy Library, room 115**, on the first floor. ***Materials to be delivered to Provost's office are noted.***

*Department Chair to deliver:*

1. **9 copies of Promotion Application Packet.**
2. **1 copy of Supporting Materials.**
3. **9 copies of Dept. Chair's Recommendation** with official **pastel blue** cover sheet.  
Note: (1) copy to the applicant  
**(1) original** to the Provost
4. **9 copies of Dept. Committee's Recommendation** with official **pastel green** cover sheet (*delivered by or for the Dept. Evaluation Committee Chair*).  
Note: (1) copy to the applicant  
**(1) original** to the Provost
5. **9 copies of a Supplemental Folder** containing student evaluations from all classes during the Fall 2018 semester and any additional materials that were not available before the November 1, 2018 deadline (*delivered by or for the candidate*).  
Note: (1) copy to the Provost

*Dean/Vice President to deliver:*

1. **9 copies of Dean's/Vice President's Recommendation** with official **canary** cover sheet.  
Note: (1) copy to the applicant  
**(1) original** to the Provost

Candidate to deliver:

**OPTIONAL** written response to the University-wide Promotion & Tenure Committee regarding Dean's/Vice President's recommendation. Delivered to the University- Wide Promotion & Tenure Committee Chair, Dr. Jeffrey Wimer (by appointment only) no later than **Deadline: Friday, February 15, 2019.**

**9 copies** to UPTC Chair, by appointment  
(1) copy to the Provost

## For Tenure Applicants:

To fifth-year probationary faculty, fall hires only who applied for tenure on December 31, 2018:

- *Please note: The committee will gladly accept all TENURE materials during the same date and time as promotion materials are being received if the tenure application, supporting materials and tenure recommendations are complete.*

**Delivery: Friday, February 15, 2019 ... anytime between 9:00 a.m. to 3:00 p.m.**

The following materials are due to the University-Wide Promotion & Tenure Committee Chair at **McNairy Library, room 115**, on the first floor (if not previously delivered).

*Department Chair to deliver:*

**9 copies of Tenure Application Packet.**

Note: (1) copy to the Provost

**9 copies of Dept. Chair's Recommendation** with official **pastel yellow** cover sheet.

Note: **(1) signed original** to the Provost

**9 copies of Dept. Committee's Recommendation** with official **pastel orange** cover sheet.

Note: **(1) signed original** to the Provost

**Additionally - For individuals applying for tenure ONLY:**

**1 copy of Supporting Materials.**

**9 copies of student evaluation printouts from Fall 2018 semester.**

Note: (1) copy to the Provost