

**REMINDER FROM DR. LESLIE GATES, CHAIR  
UNIVERSITY-WIDE PROMOTION & TENURE COMMITTEE**

**To Faculty applying for Promotion and/or Tenure during the 2019-2020 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 **Monday, February 3, 2020 for Promotion** and **Monday, February 17, 2020 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/tenure-deadlines-2019-20.pdf> and Tenure deadlines: <https://www.millersville.edu/provost/files/tenure-deadlines-2019-20.pdf>.

**For Promotion Applicants:**

**Delivery: Monday, February 3, 2020 ... anytime between 10 a.m. and 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** to UPTC.
2. **1 copy of Supporting Materials** to UPTC.
3. **11 copies of Dept. Chair's Recommendation** with official **pastel blue** cover sheet.  
Note: (9) to UPTC, (1) to the applicant, **(1) original** to the Provost
4. **11 copies of Dept. Committee's Recommendation** with official **pastel green** cover sheet (*delivered by or for the Dept. Evaluation Committee Chair*).  
Note: (9) to UPTC, (1) to the applicant, **(1) original** to the Provost
5. **10 copies of a Supplemental Folder** containing student evaluations from all classes during the Fall 2019 semester and any additional materials that were not available before the November 1, 2019 deadline (*delivered by or for the candidate*).  
Note: (9) copies to UPTC, (1) copy to the Provost

Dean/Vice President to deliver:

1. **11 copies of Dean's/Vice President's Recommendation** with official **canary** cover sheet.  
Note: (9) copies to UPTC, (1) 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. Leslie Gates (by appointment only) no later than

**Deadline: Monday, February 17, 2020.**

**10 copies of candidate's written response.**

(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, 2019, upload to Interfolio by **Monday, February 17, 2020**, the following documentation:**

### *Faculty Applicants:*

- Upload fall 2019 student evaluations to the appropriate section of your Interfolio tenure cases.
- If you disagree with the department chairperson's and/or departmental committee's recommendation and wish to attach a statement to the recommendation for consideration by the UPTC, please contact the System Administrator ([nkorycinski@millersville.edu](mailto:nkorycinski@millersville.edu)) by **Monday, February 17, 2020**.

### *Department Chairperson:*

- Upload a .pdf of chairperson's recommendation with cover page and all signatures.
- To maintain independence of the recommendations, please upload as close to the February 17<sup>th</sup> due date as possible.

### *Departmental Committee Chairperson:*

- Upload a .pdf of committee's recommendation with cover page and all signatures.
- To maintain independence of the recommendations, please upload as close to the February 17<sup>th</sup> due date as possible.