**Timeline to Tenure and Promotion for Junior Faculty**

Beginning faculty member, chair, and mentor are encouraged to personalize this form by inserting appropriate semesters (e.g., Fall 2018).

Semester 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Chair and candidate meet early in semester to agree upon senior faculty to serve as mentor(s) and preferred mode of informal teaching input.
* Initial discussions with chair, mentor(s) on expectations for scholarship, teaching, service.

Semester 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Regular meetings with mentor(s).
* Informal teaching observations with confidential feedback.
* Chair and candidate meet for feedback and planning.
* Where relevant, chair begins discussion of [junior research assignment](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/sabbaticals_leaves_and_research_assignments/) with respect to timing and potential sources of external funding.

Semester 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meetings with chair, mentor(s) continue, with discussion of progress in scholarship, teaching, service and any concerns of candidate or department.
* Departmental evaluation and feedback to candidate consistent with department practice.
* Candidate is advised on compiling materials for [2nd year reappointment dossier](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/reappointment_tenure_promotion/second-year-reappointment.php).

Semester 4 (2nd year reappointment) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meetings with mentor(s) continue.
* Department considers dossier, votes on reappointment; chair writes detailed letter.
* 2nd year reappointment dossier submitted to CAS by March 15 for faculty on academic year appointments (start date in Fall), November 1 for faculty on calendar year appointments (start date in Spring).
* Chair and candidate meet for feedback and planning.

Semester 5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meetings with chair, mentor(s) continue.
* Candidate begins to compile Biographic File (see [Bio File](http://www.stonybrook.edu/commcms/cas/personnel/BIO.%20FILE%20TAB%20TEMPLATE.doc) and [PTC Bio File Checklist](http://www.stonybrook.edu/commcms/cas/PTC%20BIO%20FILE%20version%209.12.docx) on [Tenure and Promotion to Associate](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/reappointment_tenure_promotion/tenure-and-promotion-associate-professor)) and other materials for 3rd year (pre-tenure) reappointment dossier (see [3rd year reappointment checklist](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/reappointment_tenure_promotion/third_year_reappointment)).
* Chair solicits teaching observation statement from faculty member known to be strong teacher for reappointment dossier; candidate receives a copy of the teaching observation (see [release form](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/reappointment_tenure_promotion/tenure-and-promotion-associate-professor.php)).

Semester 6 (3rd year reappointment) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meetings with mentor(s) continue.
* Department considers 3rd year (pre-tenure) reappointment dossier, votes on reappointment; chair writes detailed letter. Reappointment dossier submitted to CAS by March 1 for faculty on academic year appointments (Fall start date), October 15 for faculty on calendar year appointments (Spring start date).
* Chair and candidate meet for feedback and planning.

Semester 7\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meetings with mentor(s) and chair continue, emphasizing that this is the critical period for candidate to ensure that manuscripts and proposals are submitted and under review in time to receive at least ‘in press’/’in contract’ or ‘funded’ status by end of year 5.
* Candidate continues to update [Biographic File](http://www.stonybrook.edu/commcms/cas/PTC%20BIO%20FILE%20version%209.12.docx).

Semester 8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meetings with mentor(s) and chair continue.
* Candidate continues to update [Biographic File](http://www.stonybrook.edu/commcms/cas/PTC%20BIO%20FILE%20version%209.12.docx).
* Review of candidate’s scholarship, submission of grant/fellowship proposals, conference and invited presentations, diversity in teaching assignments, departmental, university, and professional service; feedback provided to candidate.

Semester 9 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meetings with mentor(s) and chair continue; departmental evaluation and feedback consistent with department practice.
* Candidate continues to update [Biographic File](http://www.stonybrook.edu/commcms/cas/PTC%20BIO%20FILE%20version%209.12.docx).
* Chair solicits second teaching observation for tenure dossier from faculty member known to be strong teacher; this observation should take place within one year of submission of the tenure file. Candidate receives a copy of the teaching observation (see [release form](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/reappointment_tenure_promotion/tenure-and-promotion-associate-professor.php)).
* Chair and relevant faculty begin discussion of potential letter writers (outside referees, campus community, students) for the tenure dossier.

Semester 10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meetings with mentor(s) and chair continue.
* Department begins to compile PTC tenure/promotion file (see [Tenure and Promotion to Associate Professor).](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/reappointment_tenure_promotion/tenure-and-promotion-associate-professor.php)
* Letters of [solicitation](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/reappointment_tenure_promotion/tenure-and-promotion-associate-professor.php) to external reviewers are sent out (end of semester). Minimum number of external letters = 7, of which 5 must meet the criteria for non-conflict of interest defined in the [PTC Guidelines](https://www.stonybrook.edu/commcms/senatecas/key-senate-documents/ptc-guidelines.php), section 2.4.5.1 (see [External Reviewer Information Form](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/reappointment_tenure_promotion/external-reviewer-information-form)).
* Completed dossier (with departmental vote) due in Dean’s Office for technical review by December 15 for faculty with a Spring semester start date, who choose to submit for a decision after 5.5 years of service.

Semester 11 (tenure dossier compiled) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meetings with mentor(s) and chair continue.
* Department compiles complete tenure dossier.
* Eligible faculty vote on tenure and promotion.
* Completed dossier (with departmental vote) due in Dean’s Office for technical review by December 15 for faculty on academic year appointments
* Dossier for a decision after 5.5 years of service is reviewed by PTC, Dean, Provost, President.

Semester 12 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Completed dossier (with departmental vote) due in Dean’s Office for technical review by December 15 for faculty with a Spring semester start date, who choose to submit for a decision after 6.5 years of service.
* Dossier for faculty on academic year appointments is reviewed by PTC, Dean, Provost, President.

Semester 13 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Dossier for a decision after 6.5 years of service is reviewed by PTC, Dean, Provost, President.