# **Personnel Action Timeline**

# (Required Years of Service and Level of Review)

### **Pre-Tenure Review**

Submit dossier in fall term of the 3<sup>rd</sup> full year of service at VSU\*

Reviewed by the Department T&P Committee, Department Head, and Dean; reported to Provost

# **Promotion from Assistant to Associate Professor**

Requires a minimum of 4 full years of service in the rank of assistant professor at VSU

Apply no earlier than fall term of the 4<sup>th</sup> full year of service at VSU--may also apply during any fall term thereafter

Reviewed by the Department T&P Committee, Department Head, COE T&P Committee, Dean, University T&P Committee, Provost, and President

## **Tenure**

Requires a minimum of 5 full years of service at VSU\*

Apply fall term of the 5<sup>th</sup> full year of service at VSU (additional opportunity in fall of 6<sup>th</sup> year)

Reviewed by the Department T&P Committee, Department Head, COE T&P Committee, Dean, University T&P Committee, Provost, and President

#### Promotion from Associate to Full Professor

Requires a minimum of 5 full years of service at the rank of associate professor at VSU

Apply no earlier than fall term of the 5<sup>th</sup> full year of service at VSU after achieving rank of Associate Professor

Reviewed by the Department T&P Committee, Department Head, COE T&P Committee, Dean, University T&P Committee, Provost, and President

### **Post-Tenure Review**

Required every 5 years after achieving tenure

After achieving tenure, submit review documentation each fall term of the 5<sup>th</sup> full year of service following the last VSU personnel action (tenure, promotion, or post tenure review)—see tenure contract for next review date

Reviewed by the Department T&P Committee, Department Head, and Dean; reported to Provost—faculty notified of review outcome by December 1

<sup>\*</sup>Faculty with negotiated time toward tenure should consult with their department head.