

ALBRIGHT COLLEGE
2022-2023 Academic Year Process and Due Dates
Relevant to Tenure/Promotion and 2-year, 4-year reviews – Professor Ranks

May 1 – May 13, 2022

Letter sent by the Chief Academic Officer to all Faculty eligible for tenure and/or promotion decisions, and 2-year, 4-year, and other reviews in the following academic year. Letter outlines information to be submitted and the date files are to be completed (copies of such letter available in Academic Affairs Office).

No Later than June 17, 2022

Untenured faculty eligible for an early tenure decision by virtue of credit awarded by Albright College for prior college or university teaching service and faculty eligible for promotion must notify the Chief Academic Officer, in writing, of their request for tenure and/or promotion decision in the following academic year.

Eligible faculty candidates reply to the Chief Academic Officer in writing with recommendations for peer reviewers.

Eligible faculty candidates must present scholarly and/or creative works completed on or before the third Friday in June to the Chief Academic Officer and provide a list of external reviewers of those works to the Chief Academic Officer. Department chairperson of candidate must also submit name of external reviewer to Chief Academic Officer.

From June 17, 2022 through August 13, 2022

Chief Academic Officer solicits and collects information from alumni and external sources.

Peer reviewers are selected by the ACRT and invited to participate in the process by the Chief Academic Officer. The Chief Academic Officer notifies the candidates of the selected peer reviewers. Candidates send fall syllabi to peer reviewers.

No Later October 14, 2022

Completed files are due in the office of the Chief Academic Officer for those under consideration for tenure and promotion. Department chairs' letters of evaluation, peer reviews, and external evaluations are due.

	Beyond this date no additional information may be added to the candidate's Rank and Tenure File without the knowledge of the candidate and the department chair.
From October 14, 2022 through November 18, 2022	ACRT considers recommendations and all materials in the candidate's file.
No Later Than December 9, 2022	Recommendations of ACRT and Chief Academic Officer are sent to the President.
No Later Than January 1, 2023	President determines her/his recommendation and communicates it to the candidate and the Chief Academic Officer. The President shall set forth both his or her written recommendation and the grounds thereof and transmit this written statement to the candidate, the ACRT and the Chief Academic Officer.
No Later Than 14 Calendar Days After Receipt of the President's Letter Informing the Candidate of Recommendation	A candidate for tenure and/or promotion may file a statement with the Faculty Appeals Committee appealing an adverse recommendation of the President.
No later than January 16, 2023	Submission to the Academic Affairs Committee of the Board of Trustees the President's positive recommendations for tenure and promotion. Candidates will be notified in writing of Trustees' decisions one week following the winter full-Board meeting. The January deadline for Trustees' consideration does not apply to a candidate who has appealed, by the aforesaid deadline date, an adverse recommendation made by the President. There is no appeal of an adverse decision by the Board of Trustees.
March 6, 2023	Completed files are due for those undergoing 2-year, 4-year, and other reviews. Department chairperson's letters and peer reviews are due.
No later than May 12, 2023	ACRT sends letter to candidates and their department chairs Undergoing 2-year, 4-year and other reviews apprising them of their conclusions regarding their progress toward tenure and promotion.
Spring Board Meeting (Tentatively June 8, 2023)	Trustees consideration and decision for tenure and promotion candidates who had, in a timely fashion, appealed an adverse recommendation by the President to the Faculty Appeals Committee.