

Department of Plant and Soil Science: Procedure and Timeline for Promotion and Tenure of Tenure-Track Faculty At Completion of 5 Years²

TENURE-TRACK FACULTY MEMBER

By 31st May before end of 5th Year

SUBMIT TO PSS Department Chairperson*

- 1) Dossier in Davis College T&P Format
- 2) List of requested external reviewers of dossier

*Delayed submission of documents to department chairperson may delay requests for external reviewers. The faculty member is responsible for any required edits to the dossier, but the chairperson and other experienced faculty members should provide input as requested.



PSS CHAIRPERSON

By 1 June or when dossier and reviewer list are provided

- 1) Formally requests reviews from external members
- 2) Provides updated dossier to external reviewers. This document may be shared online in a secure format.

By 15 September

- 1) Compiles updated dossier and external reviews for evaluation by tenured faculty members
- 2) Submits dossier to faculty members and schedules vote



PSS TENURED FACULTY (except PSS Chairperson)

By 30 September

- 1) Cast a single secret ballot at a voting meeting to answer:

‘Has the tenure-track faculty member earned tenure and promotion?’
- 2) Can provide written feedback on the ballot.
- 3) Voting is administered by the associate chairperson of the department, who tallies and certifies the faculty votes.



Associate Chairperson Overseeing Faculty Vote

By 1 October

- 1) Tally ballots in the presence of another tenured faculty member.
- 2) Share outcome of the ballot and comments with the tenured PSS faculty members.
- 3) Submit outcome and original ballots to PSS Chairperson.



PSS CHAIRPERSON

By 10 October

- 1) Make an independent assessment of the tenure-track faculty member. Share ballot outcome and chairperson letter with tenure-track faculty member.
- 2) Forward complete dossier & chairperson letter to Davis College Dean’s Office.



DAVIS COLLEGE DEAN

²For mid-year start dates between November and May, the following fall semester begins year 1 for the purposes of the TYR and tenure. For other start dates, the first fall semester begins year 1 for purposes of TYR and tenure. Completion of the fifth year is August 31 (after dossier submission and before letters are received).