

APSU Calendar for Faculty Personnel Actions 2023–2024

Note that all actions are due by 11:59 p.m. on the date specified.

Retention and Tenure			Promotion to Full Professor		
Row	ACTION	Date	Row	ACTION	Date
1	Workflows built and prepared for launch to candidates	On or before Monday April 3, 2023	1	Candidate notifies Chair, Dean, and the Provost's Office, via email, of intention to seek promotion	April 3, 2023 – May 5, 2023
2	E-Dossier Workflows Launched	Monday April 3, 2023	2	E-Dossier Workflows Launched	Monday April 3, 2023
3	E-Dossiers Due	Friday September 8, 2023	3	E-Dossiers Due	Friday September 8, 2023
4	E-Dossiers Available to Department Committees, Chairs, and Deans for Review	Monday September 11, 2023	4	E-Dossiers Available to Department Committees, Chairs, and Deans for Review	Monday September 11, 2023
5	Deadline for Department Committees' Signed Written Reports	Monday October 2, 2023	5	Deadline for Department Committees' Signed Written Reports	Monday October 2, 2023
6	Deadline for Chairs' Signed Written Reports	Tuesday October 10, 2023	6	Deadline for Chairs' Signed Written Reports	Tuesday October 10, 2023
7	Deadline for Candidates to Submit Optional Two-page Written Response to Two Negative Department Actions	On or before Tuesday October 17, 2023	7	Deadline for Candidates to Submit Optional Two-page Written Response to Two Negative Department Actions	On or before Tuesday October 17, 2023
8	E-Dossiers Available to College Committees for Review	Tuesday October 17, 2023	8	E-Dossiers Available to College Committees for Review	Tuesday October 17, 2023
9	Deadline for College Committees' Signed Written Reports to Candidates	Friday November 17, 2023	9	Deadline for College Committees' Signed Written Reports to Candidates	Friday November 17, 2023
10	Deadline for Deans' Signed Written Recommendation	Wednesday November 22, 2023	10	Deadline for Deans' Signed Written Recommendation	Wednesday November 22, 2023
Retention for Years 3, 5, and 6					
11	Deadline for Candidates to Appeal the Dean's Negative Decision to the University RTP Appeals Board	On or before Friday December 1, 2023	11	Deadline for Candidates to Submit Optional Two-page Written Response to Two Negative College Actions	On or before Friday December 1, 2023
12	Deadline for RTP Appeals Board's Recommendation regarding Dean's negative decision	Friday December 15, 2023	12	Deadline for Provost's Signed Written Recommendation	Monday December 18, 2023
13	Deadline for Provost's Signed Written Decision on Appeal	Monday January 8, 2024	13	Deadline for Candidates to Appeal the Provost's Decision to the University RTP Appeals Board	Tuesday January 9, 2024
Retention for Year 4 and Tenure					
14	Deadline for Candidates to Submit Optional Two-page Written Response to Two Negative College Actions	On or before Friday December 1, 2023	14	Deadline for RTP Appeals Board's Recommendation Regarding Provost's Decision	Monday January 22, 2024
15	Deadline for Provost's Decision	Monday December 18, 2023	15	Deadline for President's Decision	Friday February 2, 2024
16	Deadline for Candidates to Appeal the Provost's Decision to the University RTP Appeals Board	Tuesday January 9, 2024			
17	Deadline for RTP Appeals Board's Recommendation Regarding Provost's Decision	Monday January 22, 2024			
18	Deadline for President's Signed Written Decision on Appeal	Friday February 2, 2024			

Year 4 and Tenure
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 Years 3, 5, and 6

*Please see APSU 1:025 Policy on Academic Tenure and the accompanying Procedures and Guidelines document, as well as APSU 2:063 Policy on Academic Promotion for more information. These documents contain deadlines for unique circumstances, such as requesting to apply for tenure early and requesting to “stop the clock.” If earned years toward service, please consult with Chair to ensure you follow correct calendar.

The University RTP Appeals Board is appointed by October 2, 2023.