

**\*Tenure eligible faculty are hired on an initial two-year contract, with reconsideration for a second two-year contract in the fall semester of their second year of service. Review for reappointment to a final three-year contract occurs in the spring semester of the third year of service. COVID timeline extensions taken will affect reappointments and tenure timeline. Adjustments to reflect tenure credit upon hire are shown on the back of this schedule.**

**REAPPOINTMENT FOR SECOND TWO YEAR CONTRACT**

*Please check with your college office to determine the portfolio submission and college review deadlines.*

October 14, 2022 College dean recommendations due to Provost for administrative review

December 2, 2022 Faculty notification from Provost

**REAPPOINTMENT FOR THREE YEAR CONTRACT FOR TENURE-TRACK FACULTY ONLY FOR FACULTY APPOINTED**

*Please check with your college office to determine the portfolio submission and college review deadlines.*

February 27, 2023 College dean/library director recommendations to Provost for administrative review

April 21, 2023 Faculty notification

**APPRAISAL OF CONTRACT FACULTY for 2023-2024**  
**REAPPOINTMENTS (Instructors/Contract Assistant Professors, etc.)**

*Please check with your college office to determine the portfolio submission and college review deadlines.*

March 3, 2023 College dean/library director forwards appraisal to Provost

**ANNUAL REPORTS (Send under separate cover, not with appraisals)**

January 10, 2023 Annual report reminder sent to all faculty by college administrative associates

February 10, 2023 Annual reports to college dean/library director

March 13, 2023 College dean/library director forwards all reports to Provost on this date, or later if needed for salary decisions

**PROMOTIONS/TENURE DECISIONS\*\***

May 28, 2022 Intent to apply for full professor submitted to college dean/library director

June 1, 2022 College dean/library director works with CETL to coordinate CPS data with OPRA

September 30, 2022 Deans/library director submit department and college review committees and review timeline to Provost's Office

October 3, 2022 Applicants submit portfolios electronically to Provost's Office.

November 21, 2022 Recommendations of College Promotions Committee to college dean/library director

January 16, 2023 Tenure/Promotion appraisal forms with college dean/library director recommendations due to Provost's Office

March 10, 2023 Recommendations of University Promotions Committee to Provost

April 10, 2023 Provost and University Promotions Committee recommendations to President

April 21, 2023 President's recommendations to Board of Trustees (BOT Mtg 5-4-23)

**LEAVE OF ABSENCE (During 2023-2024 Academic Year)\*\***

September 1, 2022 Applications to college dean

**October 4, 2022\*\*\*** Applications to Provost with recommendation from college dean

**\*\* Revisions to University Handbook will be forthcoming Summer 2022**

**\*\*\* Date remains the same each year per University Handbook**

**<http://www.usi.edu/provost/faculty-resources/personnel-decisions>**

## **HOW TO CALCULATE TENURE DATES**

*Refer to University Faculty Handbook, Item III, (begins online page 57),*

*D. Criteria for Promotion and Tenure; and*

*E. Process for Promotion and Tenure for Rank-Eligible Teaching and Library Faculty.*

**Hire date: August 2022**

**Credit toward tenure: 0 Years**

**2022-23 = 1** (1<sup>st</sup> year of 2-year contract)

**2023-24 = 2** (2<sup>nd</sup> yr of 1<sup>st</sup> 2-year contract- Review in fall of 2022 for 2<sup>nd</sup> – 2-year contract)

**2024-25 = 3** (1<sup>st</sup> year of 2<sup>nd</sup> 2-year contract- Review in spring 2024 for final 3-year contract)

**2025-26 = 4** (2<sup>nd</sup> year of 2<sup>nd</sup> year contract)

**2026-27 = 5** (1<sup>st</sup> year of final 3-year contract)

**2027-28 = 6** (2<sup>nd</sup> year of final 3-year contract-UP FOR TENURE REVIEW)

**2028-29 = 7** (Tenured or terminal year)

**Tenure Decision: Spring 2028**

**Tenure Effective: Fall 2028**

*Offer letter will read: "You are eligible to apply for tenure in your sixth (6<sup>th</sup>) year of full-time service at the University of Southern Indiana."*

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**Hire date: August 2022**

**Credit toward tenure: 1 Year**

**2022-23 = 2** (2<sup>nd</sup> year of 1<sup>st</sup> 2-year contract- Review in fall 2021 for 2<sup>nd</sup> – 2-yr contract)

**2023-24 = 3** (1<sup>st</sup> year of 2<sup>nd</sup> 2-year contract – Review in spring 2023 for final 3-yr contract)

**2024-25 = 4** (2<sup>nd</sup> year of 2-year contract)

**2025-26 = 5** (1<sup>st</sup> year of final 3-year contract)

**2026-27 = 6** (2<sup>nd</sup> year of final 3- UP FOR TENURE REVIEW)

**2027-28 = 7** (Tenured or terminal year)

**Tenure Decision: Spring 2027**

**Tenure Effective: Fall 2027**

*Offer letter will read: "You are eligible to apply for tenure in your fourth (4<sup>th</sup>) year of full-time service at the University of Southern Indiana."*