

Personnel Action Timeline

(Required Years of Service and Level of Review)

Pre-Tenure Review

Submit dossier in fall term of the 3rd 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 4th 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 5th full year of service at VSU (additional opportunity in fall of 6th 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 5th 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 5th 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

*Faculty with negotiated time toward tenure should consult with their department head.