

**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. Adjustments to reflect tenure credit upon hire are shown on the back of this schedule.**

**REAPPOINTMENT FOR SECOND TWO YEAR CONTRACT**

September 14, 2020 Begin review of faculty appointed in **2019-2020**

October 16, 2020 College dean recommendations due to Provost for administrative review

December 4, 2020 Faculty notification from Provost

**REAPPOINTMENT FOR THREE YEAR CONTRACT**

January 13, 2021 Begin review of faculty appointed in **2018-2019** for three year

March 1, 2021 College dean recommendations to Provost for administrative review

April 23, 2021 Faculty notification

**APPRAISAL OF CONTRACT APPOINTMENTS**

January 20, 2021 Begin review (consideration of reappointment for 2021-2021)

March 5, 2021 College dean forwards appraisal to Provost

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

January 12, 2021 Annual report forms distributed by college administrative associates

February 12, 2021 Annual reports to college dean

March 15, 2021 College dean forwards all reports to Provost on this date, or later if needed for salary decisions

**\* Date remains the same each year per University Handbook (NOTE: Personnel decision forms available at <http://www.usi.edu/provost/faculty-resources/personnel-decisions>)**

**PROMOTIONS (Effective August 2021)**

August 21, 2020 Promotion process begins

October 12, 2020 Promotion form to college dean

November 23, 2020 Recommendations of College Promotions Committee to college dean

January 8, 2021 Promotion form with college dean recommendation to Provost for transmittal to University Promotions Committee

March 5, 2021 Recommendations of University Promotions Committee to Provost

April 12, 2021 Provost and University Promotions Committee recommendations to President

April 23, 2021 President's recommendations to Board of Trustees (BOT Mtg 5-7-21)

**TENURE DECISIONS (Effective August 2021)**

October 14, 2020 Begin Review of faculty appointed in **2015-2016**

January 8, 2021 College dean recommendations to Provost for administrative review

April 23, 2021 Administrative review, recommendations, and Board of Trustee Action (BOT Mtg 5-7-21)

**LEAVE OF ABSENCE (During 2021-2022 Academic Year)**

September 30, 2020 Application forms available from college dean

November 2, 2020 Application to college dean

**December 14\*** Applications to Provost with recommendation from college dean

**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: 8/12/2020**  
**Credit toward tenure: 0 Years**

2020-21 = 1  
2021-22 = 2  
2022-23 = 3  
2023-24 = 4  
2024-25 = 5  
2025-26 = 6  
2026-27 = 7

**Tenure Decision: Spring 2026**  
**Tenure Effective: Fall 2026**

*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: 8/12/2020**  
**Credit toward tenure: 1 Year**

2020-21 = 2  
2021-22 = 3  
2022-23 = 4  
2023-24 = 5  
2024-25 = 6  
2025-26 = 7

**Tenure Decision: Spring 2025**  
**Tenure Effective: Fall 2025**

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