April 22, 2002 Deans are notified by the Provost’s Office of faculty members who require mandatory review during the 2002-2003 academic year. Cover letter and attached materials must be made available to all candidates by April 29, 2002.

May 25, 2002 Initial list of potential external evaluators due back to Unit Coordinator.

The dossiers for the external reviewers are prepared. They should include: Part I, C.V.’s, publications, and other materials/media which have been prepared for submission. These are due back to Unit Coordinator.

June 12, 2002 (prior to this date) Deans forward names of potential external evaluators to the Vice-Provost for Academic Affairs for approval. Chairs and Unit Coordinators need to know that for purposes of academic and scholarly integrity:

- These reviewers should not be former professors, students, advisors, or classmates of the individuals who are being reviewed.
- Approval of the Vice-Provost is needed if a reviewer is from an institution from where the individual undergoing review: a) received a degree, b) served on the faculty, or c) has a close personal association.

August 29, 2002 Part I and Part II of the document Recommendation for Tenure and/or Promotion Beyond Assistant Professor, through the Unit Coordinator, are sent to the unit Committee for review. All supporting materials should be available at this time.

September 28, 2002 The Unit Committee will send letters to candidates advising them of its recommendation. In the event of a negative recommendation, the candidate may submit a written appeal or rebuttal within ten calendar days for consideration.

October 10, 2002 Unit Committee forwards its recommendations to the Dean.

October 19, 2002 Dean's tentative internal decisions on promotion/tenure of candidates. The Dean sends letters to candidates not recommended:

- advising them that a tentative negative decision has been made.
- allowing them an opportunity to submit a written appeal or rebuttal within ten calendar days.
- the same rebuttal opportunity must be given to any internal reviews with tentative negative recommendations prior to Dean's review.
- rebuttal materials must be included in candidate's portfolio.
- any internal letters of review should be copied to the candidate.
- internal P&T committees should understand that deliberations on each candidate are confidential and should not be discussed with others at the University or the candidate being reviewed.

November 5, 2002 Deans forward recommendations and appropriate documentation to the Office of the Vice-Provost for Academic Affairs.
January 7, 2003  Completion of review by UMKC Campus Promotion and Tenure Committee.
- Committee recommendations are forwarded to Vice-Provost for Academic Affairs.
- The Provost’s Office conducts a review of candidate’s files and forwards both to Campus P&T Committee and then the Provost’s final recommendations to the Chancellor.
- The Chancellor notifies Deans of tentative negative decisions, providing fourteen calendar days to submit new materials or rebuttal.
- The Dean should consult with candidates where their case would be strengthened by new materials.

May 31, 2003  Final decisions made by Chancellor.

Regarding sources of similar institutions for external review letters: The UM-System developed the list of peers for each of the 4 campuses; this was the paper describing that process. This listing is purely suggestive.

http://www.system.missouri.edu/planning/reports/comparator.pdf

As a result, the set of peers for UMKC is:

Univ. of Louisville
Temple University
Univ. of WI - Milwaukee
Univ. of AL - Birmingham
Univ. of Houston
Univ. of IL - Chicago
VA Commonwealth
Wayne State Univ.
IUPUI

Here is a listing of other cohort institutions:

Great Cities’ Universities

- University of Alabama at Birmingham
- University of Cincinnati
- Cleveland State University
- Georgia State University
- University of Houston
- University of Illinois at Chicago
- Indiana University-Purdue University-Indianapolis
- University of Massachusetts-Boston
- University of Memphis
- University of Missouri-St. Louis
- University of New Orleans
- City University of New York City College
- Portland State University
- Virginia Commonwealth University
- Wayne State University
- University of Wisconsin-Milwaukee

"Urban 13/21" Institutions
University of Alabama at Birmingham
University of Missouri-St. Louis
University of Cincinnati
Cleveland State University
University of New Orleans
Florida Agricultural & Mechanical University
City College of New York
Georgia State University
University of Pittsburgh
University of Houston
Portland State University
University of Illinois at Chicago
Temple University
Indiana University Purdue University, Indianapolis
University of Toledo
University of Massachusetts at Boston
Virginia Commonwealth University
University of Memphis
Wayne State University
University of Wisconsin-Milwaukee

Calendar2002-03PandT.doc  4.17.02