

VCUARTS QATAR

PROVISIONAL PROMOTION TIMETABLE--2024-2025

March 14, 2024	VCUarts Qatar Dean's Office notifies faculty about the timeline for the 2024-2025 promotion.
March 25, 2024	Faculty who desire to apply for promotion shall notify the appropriate administrator as of this date.
April 04, 2024	Department chair meets with candidate(s) by this date to provide guidelines on preparing promotion and tenure materials. Candidates are asked to present a list of suggested external reviewers by April 18 . Candidates are informed that CVs and packets of supportive materials must be ready to be shared with the external evaluators no later than May 15 .
April 18, 2024	Department chair, in partnership with the Dean's Office, appoints the Peer Review Committee(s) and notifies the candidate(s) of said appointments. A list of external reviewers is developed from both candidates' suggestions and the suggestions of the department chair and committee chair. This list is to be approved by the candidate and the department chair by April 25 .
April 30, 2024	By this date, Peer Review Committees are charged by the appropriate administrator and the review process is initiated. Potential reviewers are contacted by the committee chair and confirmed no later than May 09 .
May 15, 2024	A packet of appropriate supportive materials prepared by the candidate is sent to the external reviewers.
August 20, 2024	All candidates for promotion and/or tenure upload a complete set of supportive material to their designated Google Drive Folder and notify to their department chairs, the peer review chairs and the Dean's office. Google Drive access is transferred to the Peer Review Committee members. Materials include an up-to- date curriculum vita, as advised by the department, and other documentation in support of promotion and/or tenure. External reviewer's evaluations are received by the Peer Committee. The Peer Committee initiates the internal review process.
October 03, 2024	The Peer Review Committee submits all promotion and/or tenure materials, to the department chair, including a written report documenting the numerical results of a secret ballot for or against recommending for promotion and/or tenure by this date. Peer Review Committee Chair notifies the office of the Dean of their final upload. Google Drive folder access is transferred to the Department chair.
October 17, 2024	Department chair reviews and adds a recommendation, and must submit the entire file to the Dean's Office by this date. An email notification is sent to the Associate Dean for Faculty Affairs. The School P&T Committee initiates review processes.
December 16, 2024	School P&T Committee's final reports are forwarded to the Dean by this date. For each candidate's file, the committee enters a written report of its proceedings, including the results of a secret ballot recommending for or against promotion and/or tenure and the rationale for the recommendation.
January 16, 2025	By this date, the Dean has reviewed all reports and the file materials and added a recommendation.
January 21, 2025	Promotion/Tenure files are made available for candidates to review. If the decision is against promotion and/ or tenure then, the Dean so informs the candidate. The candidate has ten (10) working days after notification to add a statement to the file.
February 05, 2025	Deans submit files and recommendations to the appropriate Senior Vice Provost. (Candidate's written response to be included, if applicable)
April 2025	Senior Vice Presidents submit files and recommendations to the President, who submits the recommendations to the Board of Visitors during the May 2025 meeting