

August 18, 2008

**MEMORANDUM**

**TO:** School of Fine Arts Faculty

**FROM:** John Gronbeck-Tedesco, Interim Dean

Listed below are the various deadlines for Sabbatical Leave, Promotion and Tenure and Mid-Tenure Review:

**SABBATICAL LEAVES**

- September 2, 2008 University Committee on Sabbatical Leave - Open meeting  
7:00 p.m., Big 12 Room, Kansas Union.
- September 15, 2008 Application to the Provost Office by faculty without endorsement  
of department Chair, Dean, or Director.
- October 3, 2008 Application due in the Office of the Dean for School of Fine Arts  
from departmental committee.
- October 15, 2008 Application due from School of Fine Arts Committee on  
Promotion and Tenure to Dean.
- October 31, 2008 Applications due from Dean to the Office of the Provost.

**PROMOTION AND TENURE**

- September 3, 2008 University Committee on Promotion and Tenure - Open meeting  
7:00 p.m., Big 12 Room, Kansas Union.
- September 19, 2008 Deadline for self-nominations and recommendations for  
promotions and/or tenure from individual faculty members to the  
departmental committees. (Art, Design, Music and Dance.)
- October 24, 2008 Deadline for final action and notification to department chairs by  
departmental committees.
- October 31, 2008 All promotion and tenure dossiers due in the Office of the Dean  
from the department Chairs.

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December 1, 2008      Deadline for completion of review by the School of Fine Arts  
Committee on Promotion and Tenure. All dossiers to Dean for review.

January 2, 2009      All Promotion and Tenure dossiers due in the Provost Office.

**PROGRESS TOWARD TENURE REVIEW**

November 7, 2008      Dossiers due in the Chairs office for the departmental committee  
to begin review.

January 26, 2009      Departmental committee forwards dossiers and recommendations to the  
Chair's office.

February 9, 2009      Chairs submit dossiers and recommendations to the SFA P&T Committee  
for review.

March 2, 2009      SFA P&T Committee forwards dossiers and recommendations to the  
Dean.

March 30, 2009      Dean's summary letters and recommendations are sent to the candidates.