



AUBURN UNIVERSITY

OFFICE OF THE PROVOST
AND VICE PRESIDENT FOR
ACADEMIC AFFAIRS

July 1, 2011

MEMORANDUM TO: Deans and Department Heads/Chairs

FROM: Timothy R. Boosinger *Timothy R. Boosinger*
Interim Provost and Vice President for Academic Affairs

SUBJECT: Effective Implementation of Provost Approved Departmental
Promotion and Tenure Guidelines

In keeping with the Board of Trustee approved changes to the Faculty Handbook and in keeping with the Strategic Plan, the following implementation schedule for Provost approved departmental Promotion and Tenure guidelines is immediately in effect.

1. Once a unit's Promotion and Tenure guidelines are approved by the Office of the Provost, the guidelines are immediately effective for subsequent employment and a copy of the guidelines must be provided to the candidate with the offer letter.
2. Units that have approved departmental guidelines by July 15, 2011 must offer all current probationary faculty the opportunity to opt-in to the guidelines by October 1, 2011. Probationary faculty who opt-in must provide their unit leadership with a signed acceptance of the guidelines that states that they understand that the guidelines will be included in their Promotion and Tenure dossiers and used in the review of their dossiers.