




Office of the Provost

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TO: Academic Deans, Directors, Department Chairs  
FROM: Peter N. Stearns, Provost   
SUBJECT: Tenure Track Faculty Renewal Schedule for AY 2011-12  
DATE: August 31, 2011

In accordance with section 2.7.2 of the *Faculty Handbook*, Tenure Track Faculty will be evaluated for renewal during the third year of their initial, three-year appointment. The following schedule provides you with the timetable for submitting materials to the Provost in preparation for renewal decisions. **Please submit all items to Kimberly Ford (kford3@gmu.edu), Office of the Provost.**

**By October 3, 2011:** A list of all renewal cases for your unit.  
**By March 15, 2012:** The materials listed below for each candidate.  
**By April 13, 2012:** The Provost will act on the recommendation for renewal or non-renewal.

**Required materials for renewal recommendations:**

1. Dean/Director's recommendation memo:
  - a. include a one-paragraph commentary for each of the three areas of teaching, service and research
  - b. identify any areas of concern that need to be addressed before future renewal or tenure considerations
  - c. recommend the specific dates and term for the renewal recommendation
  - d. include an approval signature line and date
2. recommendation from chair (where applicable)
3. committee reports (where applicable)
4. updated vita, including GMU employment history
5. teaching and research statement(s) by candidate
6. teaching evaluations

Thank you for your assistance in this important endeavor and for providing the required materials in a timely fashion.

**(Electronic Copy of this Memorandum is located on the Office of the Provost website)**  
<http://provost.gmu.edu/geninfo.html>