TO: Academic Deans/Director, Department Chairs, School Directors  
FROM: S. David Wu, Provost and Executive Vice President  
SUBJECT: Tenure Track Faculty Renewal Schedule for AY 2015-2016  
DATE: September 2, 2015

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’s Office in preparation for renewal decisions. Please submit all items to Kimberly Ford (kford3@gmu.edu), Office of the Provost.

By October 5, 2015:  
Deans/Director’s Office will provide a list of all renewal cases for their academic unit.

By March 17, 2016:  
The materials listed below for each candidate.

By April 15, 2016:  
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 relevant)
3. committee reports to include a roster of committee members at each level.
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)