

George Mason University  
College of Health and Human Services  
School of Nursing  
Promotion, Tenure and Retention Committee

TO: File

FROM: Dr. Charlene Y. Douglas, Chair  
School of Nursing PTR Committee

DATE: August 25, 2008

RE: Dates for PTR Action for the 2008-2009 academic year

The School of Nursing PTR Committee met during the annual faculty workshop to establish the timeline for PTR actions during the current academic year. It was generally agreed:

- External reviewers would be given four (4) weeks to review candidates
- Nursing colleagues would be given two (2) weeks to review dossiers
- The School PTR Committee would be given one (1) week for its work
- The Director of the School would be given two (2) weeks for her work

Given the above assumptions, the following timeline was established:

1. End of Spring semester – Candidates for Promotion, Reappointment or Tenure declare their intent, and meet with PTR Chair to be advised regarding preparation of the dossier over the summer and the identification of external reviewers for Tenure and Promotion.
2. Second Tuesday of September - Packages for Promotion or Tenure containing a cover letter, candidate's CV, narrative, three (3) sample publications and University guidelines sent to outside reviewers.
3. Second Tuesday of October
  - a. Applicants for Reappointment will submit their cases, with narratives, for internal review by the School PTR.
  - b. Nursing faculty will begin their review of the dossiers and external letters for candidates for Tenure and Promotion.
4. First Monday in November – School of Nursing PTR Committee meets to consider all applications for Promotion, Tenure and Reappointment.
5. Second Monday in November – SON PTR sends dossiers, external letters, PTR letter and cases for Reappointment to the Director of the School of Nursing.
6. Last Monday in November - Director of SON submits materials with her letter for review by the College PTR Committee in the Dean's Office.