

Hagerstown Community College

**Faculty Peer Review
Promotion and Tenure Request Timeline
(FY25 Compensation)**

Faculty member informs division director of intent	September 1, 2023
Directors provides feedback to faculty member	September 8, 2023
Directors provide faculty names to Dean of Instruction	September 14, 2023
Faculty Assembly Chair provide Peer Reviewer names to Dean of Instruction	September 15, 2023
Dean of Instruction assigns applicants to members of Peer Review Committee	September 22, 2023
Peer Review Committee meets to train and coordinate	September 30, 2023
Peer Review Committee members review teaching of applicant	October thru December, 2023
Peer Review Committee team report to faculty applicant	January 19, 2024
Faculty sends committee member report, portfolio, and/or tenure letter to director	January 29, 2024
Director submits promotion portfolios / tenure letters to Interim VPAASS Office	February 9, 2024
VPAASS office makes recommendations to President	March 22, 2024
President reviews/approves recommendations	April 12, 2024
President presents list to Board of Trustees for approval	April 16, 2024
Board of Trustees approve list	May 21, 2024