Hagerstown Community College

Faculty Peer Review of Teaching Promotion and Tenure Request Timeline

(FY28 Compensation)

Faculty member notifies division director in writing of intent to apply for promotion and/or tenure ..... September 2, 2026

Division director provides feedback to faculty applicant ..... September 4, 2026

Division director provides faculty applicant name(s) to Dean of Instruction ..... September 11, 2026

Faculty Assembly Chair provides Peer Reviewer names to Dean of Instruction..... September 18, 2026

Dean of Instruction assigns promotion applicant(s) to a Peer Review Team ..... September 25, 2026

Peer Review Team(s) meets to train and coordinate ..... October 2, 2026

Peer Review Team(s) review teaching of promotion applicant(s).....October thru December, 2026

Promotion/Tenure Workshop.....January 7, 2027

Peer Review Team provides report to faculty promotion applicant(s) .....January 15, 2027

Promotion and/or tenure applicant submits portfolio to division director .....January 29, 2027

Director submits promotion/tenure portfolio(s) to Office of VPAASS .....February 12, 2027

Office of VPAASS makes recommendation(s) to President.....March 19, 2027

President reviews/approves recommendation(s).....April 12, 2027

President presents list to Board of Trustees for approval .....April 20, 2027

Board of Trustees approves list .....May 18, 2027