

Hagerstown Community College

**Faculty Peer Review of Teaching
Promotion and Tenure Request Timeline
(FY26 Compensation)**

- Faculty member notifies division director in writing of intent to apply for promotion and/or tenureAugust 30, 2024
- Division director provides feedback to faculty applicant September 6, 2024
- Division director provides faculty applicant name(s) to Dean of Instruction September 13, 2024
- Faculty Assembly Chair provides Peer Reviewer names to Dean of Instruction September 20, 2024
- Dean of Instruction assigns promotion applicant(s) to a Peer Review Team September 27, 2024
- Peer Review Team(s) meets to train and coordinate..... October 4, 2024
- Peer Review Team(s) review teaching of promotion applicant(s).....October thru December, 2024
- Promotion/Tenure Workshop hosted by the Fletcher Faculty Development CenterJanuary 9, 2025
- Peer Review Team provides report to faculty promotion applicant(s)January 17, 2025
- Promotion and/or tenure applicant submits portfolio to division directorJanuary 31, 2025
- Director submits promotion/tenure portfolio(s) to Office of VPAASSFebruary 14, 2025
- Office of VPAASS makes recommendation(s) to President.....March 21, 2025
- President reviews/approves recommendation(s).....April 11, 2025
- President presents list to Board of Trustees for approvalApril 15, 2025
- Board of Trustees approves list..... May 20, 2025