

## 2023-2024 CALENDAR for Faculty Evaluation, Tenure & Promotion, and Reappointment

### Annual Evaluation Calendar: All Full-Time Faculty

February 1, 2024	<p>Faculty submit dossiers to Department Heads/Directors</p> <p><i>IF APPLICABLE: Department Heads give dossiers to the Departmental Review Committees as part of annual Faculty Evaluation/Compensation review</i></p> <p>PROBATIONARY FACULTY: Department Heads/Directors give dossiers to the Departmental Personnel Committees as part of the annual review of progress toward tenure and promotion.</p>
March 8, 2024	<p><i>IF APPLICABLE: Departmental Review Committees submit assessments of each faculty member to Department Heads</i></p> <p>PROBATIONARY FACULTY: Departmental Personnel Committees submit report of annual review of progress toward tenure and promotion to Department Heads. Faculty members are given a written record of the departmental evaluation (confirmation of receipt by signature).</p>
March 8, 2024	Deadline for Faculty to submit Equity Adjustment Requests to Department Heads
March 25, 2024	Deadline for Department Heads to submit Equity Adjustments Requests to Deans with Rational
March 29, 2024	<i>Recommended date for Faculty applicants to initiate discussion with Department Head on selection of external evaluators for Tenure and/or Promotion applications during <u>following academic year (2024-2025)</u>.</i>
April 8, 2024	<p>Department Heads will have completed individual meetings with faculty as part of the Annual Faculty Review. For Probationary Faculty, this report will specify the faculty member’s progress toward tenure and promotion. At these meetings faculty are given a written record of their annual evaluation (confirmation of receipt by signature).</p> <p>Department Heads send annual faculty evaluations to Deans.</p>
April 8, 2024	Deans present equity requests to the Provost for funding discussions
April 26, 2024	Deans complete report of annual progress toward tenure and promotion for probationary faculty and provide a written record of their evaluation (confirmation of receipt by signature).

**Tenure/Promotion Calendar: for faculty who are applying for tenure &/or promotion in 2023/2024**

March 31, 2023	Faculty initiate discussions with Department Heads on selection of external evaluators for Tenure and/or Promotion in Fall 2023
May 31, 2023	Department Heads provide list of faculty intending to apply for Tenure and/or Promotion in Fall 2023 to Deans
June 30, 2023	Deans provide list of faculty intending to apply for Tenure and/or Promotion in Fall 2023 to Office of the Provost
August 31, 2023 (or before)	Department Heads send materials to External Reviewers
September 29, 2023	Faculty applicants submit Tenure and/or Promotion dossier to Department Heads through Faculty Success.  External reviews due to Department Heads for inclusion in the dossier
October 2, 2023	Department Heads submit Tenure and/or Promotion dossiers to Department Tenure and Promotion Committees (with external letters included) through Faculty Success
October 23, 2023	Department Tenure and Promotion Committees submit recommendations (with rationale) to Department Heads  Faculty applicants receive Committees' reports and have three business days to review, respond, sign and return to Department (Oct. 23-25, 2023)
November 10, 2023	Department Heads complete their assessments and submit recommendations (with rationale) to applicants  Faculty applicants have three business days to review, respond, sign and return to the Department (Nov. 13-15, 2023)
November 13, 2023	Department Heads submit all dossiers to Deans
December 8, 2023	Deans complete their assessments and submit recommendations (with rationale) to applicants  Faculty applicants have three business days to review, respond, sign and return to the Dean (Dec. 11-13, 2023)
December 15, 2023	Deans send Tenure and/or Promotion Organizational Binders to the Office of the Provost with recommendations
January 8, 2024	Office of the Provost begins reviewing portfolios for Tenure and/or Promotion review
No later than March 8, 2024	Office of the Provost notifies faculty applicants of decisions on Tenure and/or Promotion (with copies to Deans and Department Heads & Departmental Committee Chairs)

March 31, 2024	Deans send Personnel Action Forms for Tenure and/or Promotion to Provost's Office
June 2024	Board of Governors act on positive Tenure and Promotions recommendations. (Note: Negative recommendations are not forwarded to the Board. If a tenure decision is negative, the Provost issues a termination memo. A Personnel Action form terminating the faculty member is required during his/her last year; at that point, the Boards acts on the termination.)

**Deadlines for Non-Reappointment (as per University and AAUP guidelines); see Faculty Handbook Section 4.6.3.**

First-year Faculty	Continuation of appointment to a second year or notified of non-reappointment by <b>March 1</b> of the first year.
Second-year Faculty	Continuation of appointment to a third year or notified of non-reappointment by <b>December 14</b> of the second year of service.
Third-year Faculty	Continuation of appointment to a fourth year or notified of non-reappointment <b>12 months before expiration of the appointment.</b>
Fourth-year Faculty	Continuation of appointment to a fifth year or notified of non-reappointment <b>12 months before expiration of the appointment.</b>
Fifth-year Faculty	Continuation of the appointment to a sixth year or notified of non-reappointment <b>12 months before expiration of the appointment.</b>
Sixth-year Faculty	Tenured or notify of non-reappointment <b>12 months before expiration of the appointment.</b>