

2010-2011 CALENDAR for Faculty Evaluation (Separated by category)

Tenure/Promotion Calendar: for faculty who apply for tenure &/or promotion for 2010/2011

March 31, 2010	Faculty initiate discussions with Department Heads on selection of external evaluators for Tenure and/or Promotion
July 2, 2010	Deans provide list to Office of the Provost of faculty intending to apply for Tenure and/or Promotion for the 2011-2012 academic year
On or before August 31, 2010	Department Heads send materials to External Reviewers
October 8, 2010	Faculty applicants submit Tenure and/or Promotion dossier to Department Heads External reviews due to Department Heads for inclusion in the dossier
October 11, 2010	Department Heads submit Tenure and/or Promotion dossiers to Department Tenure and Promotion Committees (with external letters included)
October 29, 2010	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 (Nov. 1-3, 2010)
November 19, 2010	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. 22-24, 2010)
November 24, 2010	Department Heads submit all dossiers to Deans
December 23, 2010	Deans send Tenure and/or Promotion dossiers to the Office of the Provost with recommendations (see checklist to ensure all necessary information is included)
January 3, 2011	Dossiers become available for review by the Provost's Advisory Council on Tenure and Promotion (PACTP) Office of the Provost begins scheduling meetings with applicants for Tenure and/or Promotion review
March 11, 2011	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 25, 2011	Deans send Personnel Action Forms for Tenure and/or Promotion to Provost's Office

March 31, 2011	Recommended date for Faculty applicants to initiate discussion with Department Head on selection of external evaluators for Tenure and/or Promotion
May 2011	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.)

Evaluation/Compensation Calendar: for all faculty

NOTE: This calendar is for years when no funding is available for the raise pool. In years when funding is available, many of these dates will change.

February 11, 2011	Faculty submit dossiers to Department Heads for transmittal to Departmental Review Committees as part of annual Faculty Evaluation/Compensation review
March 4, 2011	Departmental Review Committees submit assessments of each faculty member to Department Heads (variations of this process may be permitted – see evaluation/compensation guidelines)
March 18, 2011	Deadline for Faculty to submit Equity Adjustment Requests to Department Heads
March 28, 2011	Department Heads will have completed individual meetings with faculty as part of the Annual Faculty Review. At this meeting faculty are notified of performance scores and weights Department Heads send scores from Annual Faculty Review to Deans
April 4, 2011	Deans notify faculty of final Evaluation/Compensation review scores Departmental Review Committees review compensation criteria for possible changes
April 11, 2011	Department Heads provide Deans with any written appeals of Evaluation/Compensation Review scores along with accompanying documentation; this is for review by College Review Committees
April 18, 2011	Deadline for College Review Committees to make recommendations to deans on appeals of Evaluation/Compensation review scores Departmental Review Committees submit any revisions to Evaluation/Compensation criteria to Department Heads
April 25, 2011	Deadline for Deans to notify faculty members on appeals of Evaluation/Compensation review scores
May 2, 2011	Deadline for Department Heads to submit any revisions to Evaluation/Compensation criteria to the Deans for approval Deadline for Faculty to submit written appeals of Evaluation/Compensation review scores to the Office of the Provost

May 13, 2011	Deadline for Provost to provide final decisions on appeals for Evaluation/Compensation review scores
May 16, 2011	Deans submit any revisions to Evaluation/Compensation criteria to the Office of the Provost for approval

Annual Faculty Evaluation Calendar: for all full-time faculty (except those who have just been reviewed for Tenure and/or Promotion)

February 11, 2011	Faculty submit dossiers to Department Heads for transmittal to Department Review Committee as part of annual Faculty Evaluation review
March 4, 2011	Departmental Review Committees submit assessments of each faculty member to Department Heads
March 28, 2011	Department Heads will have completed individual meetings with faculty as part of the Annual Faculty review Department Heads send Annual Faculty reviews to Deans
April 25, 2011	Deans provide decision on reappointment to faculty and review outcomes with Provost

Deadlines for Non-Reappointment (as per AAUP guidelines)

October 8, 2010	Early annual tenure review for 2 nd year faculty (conducted upon recommendations from Department Heads and/or Dean.) (This early review is the exception. If an early review is conducted, reviews must be completed within the timeframe to comply with AAUP guidelines.)
November 24, 2010	Deadline for Deans to notify Provost of recommendations for non-appointment of 2 nd year faculty (Forward the completed non-appointment forms from committee, department head, and dean.)
December 3, 2010	Deadline for Provost to notify 2 nd year faculty of intention not to recommend appointment to 3 rd year. Provost must give 2 nd year faculty notice by this date; or, if an initial two-year appointment terminates during an academic year, at least 180 days in advance of its termination.
February 14, 2011	Deans notify Provost of non-renewal of contract for faculty in first year of service
March 1, 2011	Provost gives notice of non-renewal of contract for faculty in first academic year of service (see section 3.11, Notice on Non-Reappointment of Tenure-Track Faculty during the Probationary Period, in the <i>Faculty Handbook</i>)
April 15, 2011	Deans notify Provost of non-renewal of 3+ years contracts
April 29, 2011	Last date for Provost to notify faculty of non-renewal 3+ year contracts