

All Faculty (Teaching, Clinical, Tenure-Track, Research) Members in Year 2 (and beyond) of Service; All Personnel Actions

Action	Timeline
Faculty members must notify their Chair and Dean in writing of their intent to apply for reappointment, tenure, promotion, or sabbatical.	April 1 (previous academic year)
The Chair shall meet with the faculty member to discuss the faculty member's evaluation.	April 7 (previous academic year)
The Chair must give the faculty member a draft of the written evaluation.	April 21 (previous academic year)
The final Chair evaluation must be sent to the faculty member and to the Faculty Personnel Committees (FPC(s); DPCs, if they exist, and SPCs)	April 28 (previous academic year)
Faculty member and the DPC (or SPC, in the absence of a DPC) must provide an agreed-upon list of up to ten external evaluators to the Department Chair.	April 30 (tenure and promotion only; previous academic year)
The faculty member may submit a written response to the Chair's evaluation to both the FPC(s) and the Chair.	May 5 (previous academic year)
Faculty member must provide Department Chair with a link to an e-portfolio page containing an updated executive summary, a current CV, and scholarship documentation.	No later than June 1 (tenure and promotion only; previous academic year)
Department Chair sends request (including link) to external evaluators, with a copy to the DPC Chair (or SPC Chair if no DPC exists)	No later than June 15 (tenure and promotion only; previous academic year)
e-Portfolios are due, for all faculty members seeking reappointment, tenure, promotion, and/or sabbatical, and must be submitted through the electronic portfolio platform.	Sept 15
Deadline for return of external review letters	Sept 15 (tenure and promotion only)
The number of external evaluations returned needs to be shared with the faculty member and the DPC by the Chair.	Sept 16 (tenure and promotion only)
The report of the DPC (if it exists) goes from the Chair of the DPC to the SPC (with a copy to the candidate).	Oct 15
The report of the SPC goes from the Chair of the SPC to the Dean (with a copy to the candidate).	Nov 15
The Dean must set a meeting with the SPC to discuss its recommendations, and the SPC must respond in a timely fashion.	Nov 30
If, after this meeting, the Dean's intention is to make a recommendation in any way different from the recommendation of the SPC, the Dean shall advise the SPC of the specific reasons why his/her recommendation differs and discuss his/her differences with the SPC in an effort to resolve them.	Dec 8
The Dean transmits his or her recommendation (together with recommendations of the DPC and SPC) to the Provost (with a copy to the candidate).	Dec 15
The recommendation of the Provost goes to the President (with a copy to the candidate).	Jan 31* - Year 2 tenure track and all teaching, clinical, and research faculty, and all professional staff Feb 28** - Year 3 tenure track and beyond; all promotions and sabbaticals

Board of Trustees vote on President's recommendations	March meeting
Faculty are notified of Personnel Action decisions	No later than March 31

* Individuals who are not reappointed serve only for the remainder of the academic year.

** Individuals who are not reappointed receive a one-year terminal appointment for the following academic year.

Tenure Track Faculty Members in Their First Full Year of Service

Action	Timeline
Faculty members must notify their Chair and Dean in writing if they wish to be considered for reappointment to a second year.	November 1
The Chair shall meet with the faculty member to discuss the faculty member's evaluations	November 1
The report of the chair goes to the Dean for evaluation and final recommendation for continuation or termination.	December 1
Dean's final recommendation for continuation or termination is sent to Provost or SHP VP*	December 15
Confirmation of reappointment goes from the Provost or SHP VP to the President.*	December 22
Date by which the faculty member must receive notice if he or she is not to be reappointed.	December 31
Notification (by first year tenure track faculty) of intent to use credit for prior years at another institution	April 1 (of first full academic year)

January start: All Faculty (Teaching, Clinical, Tenure-Track, Research) Members in their First Year of Service (applies to faculty members who start the January preceding their first full academic year)

Action	Timeline
Faculty members must notify their Chair and Dean in writing if they wish to be considered for reappointment to a second year.	March 1
The Chair shall meet with the faculty member to discuss the faculty member's evaluations	April 1
The report of the chair goes to the Dean for evaluation and final recommendation for continuation or termination.	April 15
Dean's final recommendation for continuation or termination is sent to Provost or SHP VP*	May 1
Confirmation of reappointment goes from the Provost or SHP VP to the President.*	May 15
Date by which the faculty member must receive notice if he or she is not to be reappointed	June 15