

DOSSIER RETENTION/TENURE/PROMOTION PERFORMANCE REVIEWS
ASSISTANT, ASSOCIATE, AND FULL PROFESSOR CANDIDATES*
 All Deadlines are 5:00 pm

August, 2017

Mon, 8/28 Candidates for promotion to full professor notify Department Chair of intent

September, 2017

Fri, 9/8 Department Chair's Descriptions due to Candidates
 Mon, 9/18 Candidate's responses (if any) to Chair's Descriptions due
 Mon, 9/25 Dossiers due

October, 2017

Mon, 10/9 **DOSSIER CLOSING**
 Mon, 10/30 Department Committee recommendations due to Candidates

November, 2017

Fri, 11/3 Department Chair's recommendations (if any) due to Candidates
 Mon, 11/13 Candidate's responses (if any) due to Department/School offices

December, 2017

Mon, 12/4 **BEGIN ACCEPTING LATE-ADD MATERIAL REQUESTS (Paper only)**
 Tues, 12/5 Late-Add Committee charge meeting
 Fri, 12/8 College Committee's & Dean's recommendations to Candidates
 Mon, 12/18 Candidate's responses to College recommendations (if any) due

January, 2018

Wed, 1/24 **SUBMISSION DEADLINE LATE-ADD MATERIAL REQUESTS**
 Thurs, 1/25 **URTP Committee charge meeting**

February, 2018

Thurs, 2/1 **University Committee Voting Day #1**
 Fri, 2/2 Deadline for Late-Add Committee to approve/reject Late-Add requests
 Mon, 2/5 Approved Late-Add materials to departments; Rejected Late-Add materials to submitter
 Thurs, 2/8 **University Committee Voting Day #2**
 Thurs, 2/15 **University Committee Voting Day #3**
 Fri, 2/16 Department Chairs & Department level Late-Add recommendations due
 Thurs, 2/22 **University Committee Voting Day #4**
 Mon, 2/26 Candidate's response to Department level Late-Add recommendations due
 Tues, 2/27 Approved Late-Add materials, log, and candidates responses to college due

March, 2018

Thurs, 3/1 **University Committee Voting Day #5**
 Mon, 3/5 Dean, College, and College Committee recommendations due to candidates
 Tues, 3/6 **APPROVED LATE-ADD MATERIALS AND LOG DUE TO FACULTY AFFAIRS**
 Thurs, 3/8 **University Committee Voting Day # 6**
 Thurs, 3/15 **University Committee Voting Day # 7**
 Fri, 3/16 Candidate's late add responses to Dean and College level recommendations due to Faculty Affairs
 Thurs, 3/22 **University Committee Voting Day # 8**

April, 2018

Thurs, 4/5 **University Committee Voting Day # 9**
 Thurs, 4/12 **University Committee Voting Day # 10**
 Mon, 4/16 University Committee's recommendations due to Candidates
 Thurs, 4/26 Candidate's responses (if any) due

May, 2018

Fri, 5/25 **PRESIDENT'S DECISIONS ANNOUNCED**

* These categories also include 4th and 5th year Candidates for whom the President has directed a special 4th or 5th year review.

ANNUAL EVALUATIONS/ "MINI" REVIEWS
All Deadlines are 5:00pm

March, 2018

Mon, 3/5 Annual Summaries of Achievements due to Department Chairs

April, 2018

Fri, 4/13 Department level Committee evaluations due to Candidates

Mon, 4/20 Department Chair's evaluations (if any) due to Candidates

Mon, 4/30 Candidate's responses to Department/School due

May, 2018

Fri, 5/11 College Dean's recommendations due to Candidates

Mon, 5/21 Candidate's responses to Dean's evaluations due

POST-TENURE REVIEW

All deadlines are 5:00 pm

As you plan to meet these deadlines, please remember that faculty members must be given ten calendar days to respond to their evaluations before the evaluation is forwarded to the next level of review.

October, 2017

Mon, 10/9 AY 17-18 Post-Tenure Review list due to College Offices from the Office of Faculty Affairs

February, 2018

Mon, 2/12 Review Committee(s) selected; Candidates informed of the due date and materials to be submitted to the Committee

May, 2018

Tues, 5/1 Written summary of Post-Tenure Review due to Candidate; Original review sent to Dean's office

Fri, 5/11 Candidate's responses due to college office

Mon, 5/14 Dean's evaluations due to candidates

Fri, 5/25 Candidate's responses (if any) due to college

Tues, 5/29 Post-Tenure Reviews due to the Office of Faculty Affairs