

## TIMELINE

### Sabbaticals, Tenure, Promotion, and the Renewal and Non-renewal of Full-time Faculty Contracts

**Please note:** *Deadlines are assumed to be at 4:30 PM on the date listed. If the date falls on a weekend or a college holiday, the deadlines would be adjusted to the following business day. Asterisks (\*) identify intervals or dates specified in the Faculty Manual.*

#### SABBATICAL

Sabbatical Application to Department Chairs	Oct. 15
Sabbatical Application from Chairs to Deans	Oct. 22
Sabbatical Applications from Deans to VPAA	Oct. 29

#### TENURE & PROMOTION

Application to VPAA, Dean, and Chair	Aug. 31
Chairs' recommendations to VPAA, Dean and Rank & Tenure	Sept. 15
Deans' recommendations to VPAA	Sept. 22
Packages to R&T from VPAA, no later than	Oct. 15*
VPAA / R&T recommendations to President, no later than	Feb. 1*

#### REAPPOINTMENT FOR TENURE TRACK FACULTY

##### First-year Faculty

Faculty may submit material to Chair	Feb. 1*
Chairs' recommendations to Deans	Feb. 8
Deans' and Chair's recommendations to VPAA	Feb. 15
Notice of non-renewal for subsequent year to faculty	Mar. 1*

##### Second-year Faculty

*Need two recommendations for second year faculty (one in December for the next year, and one in Spring for the year after next).*

##### First recommendation, for the next year:

Faculty may submit material to Chair	Nov. 15*
Chairs' recommendations to Dean	Nov. 22
Deans' and Chair's recommendation to VPAA	Nov. 29
Notice of non-renewal for subsequent year to faculty	Dec. 15*

##### Second recommendation, for the year after next:

Faculty may submit material to Chair	Feb. 1*
Chairs' recommendations to Dean	Feb. 8
Deans' and Chair's recommendation to VPAA	Feb. 15
Notice of non-renewal beyond subsequent year to faculty	May 1*

**Fourth-year Faculty**

Faculty may submit material to Chair	Sept. 1*
Chairs' recommendations to Dean	Sept. 8
Deans' and Chair's recommendation to VPAA	Sept. 30
Notice of non-renewal beyond subsequent year to faculty	May 1*

**Other Faculty on Pre-tenure Appointment**

Faculty may submit material to Chair	Feb. 1*
Chairs' recommendations to Dean	Feb. 8
Deans' and Chair's recommendation to VPAA	Feb. 15
Notice of non-renewal beyond subsequent year to faculty	May 1*

**REAPPOINTMENT FOR CLINICAL FACULTY (Schools of Health and Human Service, Education, and Management)****First- to Third-year Faculty (Renewal for one year; three months' notice for non-renewal)**

Faculty may submit material to Chair	Jan. 15
Chairs' recommendations to Dean	Jan. 22
Deans' and Chair's recommendation to VPAA	Jan. 29
Notice of non-renewal for subsequent year to faculty	Feb. 5*

**Fourth- to Sixth-year Faculty (Renewal for one year; twelve months' notice for non-renewal)**

Faculty may submit material to Chair	Feb. 1
Chairs' recommendations to Dean	Feb. 8
Deans' and Chair's recommendation to VPAA	Feb. 15
Notice of non-renewal beyond subsequent year to faculty	May 1*

**Seventh- and Tenth-year Faculty (Renewal for three years; twelve months' notice for non-renewal)**

Faculty may submit material to Chair	Feb. 1
Chairs' recommendations to Dean	Feb. 8
Deans' and Chair's recommendation to VPAA	Feb. 15
Notice of non-renewal beyond subsequent year to faculty	May 1*

**Thirteenth-, Eighteenth-, Twenty-third-, and Twenty-seventh-year Faculty, etc. (Renewal for five years; twelve months' notice for non-renewal)**

Faculty may submit material to Chair	Feb. 1
Chairs' recommendations to Dean	Feb. 8
Deans' and Chair's recommendation to VPAA	Feb. 15
Notice of non-renewal beyond subsequent year to faculty	May 1*

**REAPPOINTMENT FOR FACULTY IN PROFESSIONAL PRACTICE (College of Arts and Sciences)****First- and Second-Year Faculty (Renewal for one year; three months' notice for non-renewal)**

Faculty may submit material to Chair	Jan. 15
Chairs' recommendations to Dean	Jan. 22
Dean's and Chair's recommendation to VPAA	Jan. 29
Notice of non-renewal beyond subsequent year to faculty	Feb 5*

**Third- and Sixth-year Faculty (Renewal for three years; twelve months' notice for non-renewal)**

Faculty may submit material to Chair	Feb. 1
Chair's recommendations to Dean	Feb. 8
Deans' and Chair's recommendation to VPAA	Feb. 15
Notice of non-renewal beyond subsequent year to faculty	May 1*

**Ninth-, Fourteenth-, Nineteenth-, Twenty-fourth-, Twenty-ninth-year Faculty, etc. (Renewal for five years; twelve months' notice for non-renewal)**

Faculty may submit material to Chair	Feb. 1
Chair's recommendations to Dean	Feb. 8
Dean's and Chair's recommendation to VPAA	Feb. 15
Notice of non-renewal beyond subsequent year to faculty	May 1*

**Annual Faculty Evaluations**

All Faculty Annual Data Sheets Due to Chairs	Fri after Graduation
All Faculty Self-evaluations (All Pre-tenure, Fourth-year, Associate Professors every Third Year, Professors every Fifth Year, Clinical Faculty every Year or every Third year, Professors in Professional Practice every Year) Due to Chairs	Fri. after Graduation