

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. 31
Sabbatical Application from Chairs to Deans	Nov. 7
Sabbatical Applications from Deans to VPAA	Nov. 14

TENURE & PROMOTION

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	Mar. 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 Year-end Faculty Self Evaluation Forms Due to Chairs	May 15 (unless otherwise specified by Chair)
Faculty Narrative Self-evaluations (Section C) Due to Chairs	
<ul style="list-style-type: none">• Instructors and Assistant Professors yearly• Associate Professors every 3rd year• Professors every 5th year	