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
  Promotion Application to VPAA, Dean, and Chair Sept. 7
  Chairs’ recommendations to VPAA, Dean and Rank & Tenure Sept. 22
  Deans’ recommendations to VPAA Sept. 29
  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 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
  - Instructors and Assistant Professors yearly
  - Associate Professors every 3rd year
  - Professors every 5th year