

# **Action/ Timelines Calendar**

## Action/Timelines Calendar

*For the convenience of individual faculty, Departmental/Library Committees, Department Chairs, and University-wide committees, the following Action Calendar presents specific actions and deadlines in a single, unified reference document. In addition, for convenience, an Action Calendar by Agent follows this Action Calendar.*

*NOTE: A recommendation is defined as a yes or no recommendation in writing with a rationale. A report is a compilation of recommendations.*

*In all cases Department/Library Committees are to report their recommendations through the Department Chair. The Department Chair is responsible for seeing that the departmental/library deadlines are met.*

*All written rebuttals must be filed within five working days of receipt of notification unless the filing period is otherwise specified. Dates given are to be read "no later than."*

*Specific committee procedures may be found in the "Faculty Governance" section of this document.*

### College Dean/Library Director

November 1	Sends report to Provost on <u>Sabbaticals/PRLs</u> indicating rank order. Informs faculty member of recommendation.
November 14	College Dean/Library Director notifies departments/library of any difficulties with Department/Library Evaluation Guidelines.
November 15	Sends recommendation to Provost and Faculty Member on <u>Reappointment of Second-Year Faculty</u> . <i>(Also applies to Instructor in Second/Subsequent year.)</i>
January 10	Sends <u>Tenure/Permanent Status and/or Promotion</u> recommendation to Provost and Faculty Member.
February 6	Sends recommendation to Provost and Faculty Member on <u>Reappointment of First-Year Faculty</u> .
April 17	Sends report to Provost on <u>Faculty Evaluation</u> and <u>Merit</u> . Informs faculty member if College Dean's/Library Director's recommendation differs from Department/Library Evaluation Committee's and/or Department Chair's.
April 17	Sends recommendation to Provost and Faculty Member on <u>Reappointment of Third/Fourth/Fifth-Year Faculty</u> . <i>(Applies only to Assistant Professor rank and above.)</i>

September 16      If a Department Chair is seeking re-election, the College Dean sends (in summary form) the results of the Administrative Performance Evaluation to tenured and tenure-track department faculty members and full-time non-tenure-track department faculty members who have completed at least two years of service to the department.

### **Department/Library Committee and/or Department Chair**

*In all cases Department/Library Committees are to report their recommendations through the Department Chair. The Department Chair is responsible for seeing that the deadlines are met.*

October 1	Faculty member negotiates and sets weights for each evaluation category.
October 18	Department Chair sends Department Sabbatical/Library Review Committee's recommendation to the College Dean/Library Director and the Faculty Member.
October 30	Department Chair sends recommendation of Department Tenure Committee/Library Review Committee and/or Department Chair to the College Dean/Library Director and to the Faculty Member on <u>Reappointment</u> of <u>Second-Year Faculty</u> . <i>(Also applies to Instructor in Second/Subsequent year.)</i>
November 1	Department/Library Evaluation Guidelines submitted to the College Dean/Library Director for approval.
December 1	Department Chair sends <u>Tenure/Permanent Status and/or Promotion</u> recommendation to College Dean/Library Director and to Faculty Member.  Approved Department/Library Evaluation Guidelines shared with all faculty.
January 22	Department Chair sends recommendation of Department Tenure Committee/Library Permanent Status Committee and/or Department Chair to the College Dean/Library Director and Faculty Member on <u>Reappointment</u> of <u>First-Year Faculty</u> .
March 1	Department/Library <u>Evaluation</u> Committee and Department Chair complete evaluation of Faculty Member; DEC/LEC materials to Department Chair and Faculty Member.
March 12	Department/Library Evaluation Committee forwards Department/ Library Evaluation Committee Faculty Evaluation Report to Department Chair.
March 12	Department Chair conducts <u>Evaluation Interview</u> with Faculty Member.

March 13 Department Chair sends recommendation of Department Tenure Committee/Library Review Committee and/or Department Chair to the College Dean/Library Director and the Faculty member on Reappointment of Third/Fourth/Fifth-Year Faculty.  
(Applies only to Assistant Professor rank and above.)

March 20 Department Chair forwards Department/Library Faculty Evaluation Summary, Department/Library Evaluation Committee Faculty Evaluation Report, and the Department Chair Faculty Evaluation Report for each faculty member to the College Dean/Library Director, with a copy to the faculty member.

### **Faculty Appeals Committee**

February 20 Sends recommendation to President and Faculty Member on Tenure/Permanent Status and/or Promotion. (with a copy to the Provost).

### **Faculty Development and Sabbatical/Professional Leave Subcommittee**

November 1 Informs faculty member of Subcommittee recommendation. Sends report to Provost on Sabbatical/Professional Leave indicating rank order of applicants, Transmits application files to Provost.

### **Faculty Member**

#### Applications and Evaluations

September 27 Applies for Sabbatical/Professional Leave: Copies to Chair of the Department Sabbatical/Library Review Committee and to Faculty Development and Sabbatical/Professional Leave Subcommittee; Letter of intent to Provost.

October 1 Faculty member negotiates and sets weights for each Evaluation category.

October 21 Copy of Letter of Intent for Tenure/Permanent Status and/or Promotion delivered to Provost.

November 1 Applies for Tenure/Permanent Status and/or Promotion: Copies to Department Chair, Department Tenure Committee/Library Review Committee, and to Chair of the Faculty Promotion and Tenure/Permanent Status Subcommittee.

February 1 Submits Evaluation materials to Department/Library Evaluation Committee and/or to Department Chair/Associate Dean.

April 21 Files Administrative Performance Evaluation of the Department Chair with the College Dean.

5 Working Days To the President against any Faculty Appeals Committee recommendation.

## Written Rebuttals

*NOTE: All written rebuttals must be filed within five working days of receipt of notification unless the filing period is otherwise specified. Dates given are to be read "no later than."*

### *Sabbatical/Professional Leave*

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|------------|---|
| October 25 | To College Dean/Library Director against Department's/Library's <u>Sabbatical/Professional Leave</u> recommendation.  |
| November 8 | To Provost against Faculty Development and Sabbatical/Professional Leave Subcommittee's and/or College Dean's/Library Director's <u>Sabbatical/Professional Leave</u> recommendation. |

### *Reappointment/Tenure/Permanent Status*

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| November 8  | To College Dean/Library Director against Department's/Library's <u>Second-Year Reappointment</u> recommendation. <i>(Also applies to Instructor in Second/Subsequent year.)</i>              |
| November 22 | To Provost against College Dean's/Library Director's <u>Second-Year Reappointment</u> recommendation. <i>(Also applies to Instructor in Second/Subsequent year.)</i>                         |
| December 13 | To College Dean/Library Director against Department's/Library's <u>Tenure/Permanent Status and/or Promotion</u> recommendation.  |
| January 17  | To Provost against Faculty Promotion and Tenure/Permanent Status Subcommittee's and/or College Dean's/Library Director's <u>Tenure/Permanent Status and/or Promotion</u> recommendation.     |
| January 29  | To College Dean/Library Director against Department's/Library's <u>First-Year Reappointment</u> recommendation.  |
| February 13 | To Provost against College Dean's/Library Director's <u>First-Year Reappointment</u> recommendation.   |
| March 20    | To College Dean/Library Director against Department's/Library's <u>Third/Fourth/Fifth-Year Reappointment</u> recommendation.<br><i>(Applies only to Assistant Professor rank and above.)</i> |
| April 24    | To Provost against College Dean's/Library Director's <u>Third/Fourth/Fifth-Year Reappointment</u> recommendation.<br><i>(Applies only to Assistant Professor rank and above.)</i>            |

## *Merit*

- March 27 To College Dean/Library Director against Department's/Library's Merit recommendation.
- April 24 To Provost against College Dean's/Library Director's Merit recommendation.

## Appeals

*NOTE: All appeals must be filed within five working days of receipt of notification unless the filing period is otherwise specified. Dates given are to be read "no later than."*

## *Sabbatical/Professional Leave*

- December 9 To Faculty Appeals Committee against Provost's Sabbatical/ Professional Leave recommendation.

## *Tenure/Permanent Status and/or Promotion*

- February 2 To Faculty Appeals Committee against Provost's Tenure/Permanent Status and/or Promotion recommendation.

## **Faculty Promotion and Tenure/Permanent Status Subcommittee**

- January 10 Informs faculty member and Provost of Tenure/Permanent Status and/or Promotion recommendation. Transmits files to Provost.

## **President**

- December 13 Notifies Second-Year Faculty of Reappointment decision. *(Also applies to Instructor in Second/Subsequent year.)*
- January 30 Notifies Faculty Members of Sabbatical/Professional Leave decision.
- March 1 Notifies First-Year Faculty of Reappointment decision.
- March 15 Notifies Faculty Members of Tenure/Permanent Status and/or Promotion decision.
- June 30 Notifies Faculty Members of Merit decision.
- June 30 Notifies Third/Fourth/Fifth-Year Faculty of Reappointment decision. *(Applies only to Assistant Professor rank and above.)*

## Provost

September 16	Issues call for <u>Sabbatical/Professional Leave</u> proposals.
October 15	Issues call for <u>Tenure/Permanent Status and/or Promotion</u> applications.
No Later Than November 22	Calls <u>Sabbaticals/Professional Leaves</u> conference with College Deans/Library Director and Faculty Development and Sabbatical/ Professional Leave Subcommittee.
November 29	Sends report to President on <u>Reappointment</u> of <u>Second-Year Faculty</u> . Informs faculty member of recommendation. <i>(Also applies to Instructor in Second/Subsequent year.)</i>
December 2	Sends report on <u>Sabbaticals/Professional Leaves</u> to President. Informs Faculty Member of recommendation.
January 24	Calls <u>Tenure/Permanent Status and/or Promotion</u> conference with College Deans/Library Director and Faculty Promotion and Tenure/Permanent Status Subcommittee.
January 27	Sends <u>Tenure/Permanent Status and/or Promotion</u> recommendations to President. Informs faculty member of recommendation.
February 20	Sends report to President on <u>Reappointment</u> of <u>First-Year Faculty</u> . Informs faculty member of recommendation.
May 1	Sends Faculty Merit pay recommendations to President. Informs faculty member if recommendation differs from the College Dean's/Library Director's.
May 1	Sends report to President on <u>Reappointment</u> of <u>Third/Fourth/Fifth-Year Faculty</u> . Informs faculty member of recommendation. <i>(Applies only to Assistant Professor rank and above.)</i>
June 30	Files summary report on <u>Evaluation/Merit</u> with Faculty Concerns Committee.

## Evaluation

(Dates should normally be interpreted as “not later than.” In the case of dates falling on Saturday, Sunday, or University holidays, the following Monday becomes the deadline.)

### Date Chronology:

\* before the evaluation cycle

\*\* during the evaluation cycle

\*\*\* following the evaluation cycle

Fall*	Department/Library works to design (refine) its Department/Library Evaluation Guidelines for the following evaluation cycle.
Fall**	Department/Library determines membership of DEC/LEC.
October 1**	Faculty member negotiates and sets weights for each evaluation category.
November 1*	Departmental/Library Evaluation Guidelines submitted to the College Dean/Library Director for approval.
November 1*	Faculty member provides Chair with plan to evaluate reassigned time.
November 14*	Dean/Library Director notifies departments/library of any difficulties with Department/Library Evaluation Guidelines.
December 1*	Approved Department/Library Evaluation Guidelines shared with all faculty members.
December 15*	Dean/Library Director disseminate criteria for distribution of Dean's/Library Director's Merit Pool
December 31**	Evaluation cycle ends.
January 1**	Evaluation cycle begins.
February 1***	Faculty Member submits Evaluation materials to Department/Library Evaluation Committee and to Department Chair.
February 20***	Evaluation recommendation and justification for reassigned time are due to Department Chair.
March 1***	Department/Library Evaluation Committee and Department Chair complete evaluation of Faculty Member; DEC/LEC materials to Chair and Faculty Member.



5 Working Days	Faculty under evaluation shall have the opportunity to review and respond to the DEC/LEC/Chair's appraisal of their activities generated by the process prior to submission to the unit administrator (Dean/Library Director), Faculty choosing to exercise this option shall either submit the response to the Department/Library Evaluation Committee/Chair.
March 20***	Department Chair forwards Department/Library Faculty Evaluation Summary, Department/Library Evaluation Committee Faculty Evaluation Report, and the Department Chair Faculty Evaluation Report for each faculty member to the Dean/Library Director, with a copy to the faculty member.
March 27***	Faculty Member may send to Dean/Library Director written rebuttal against Department's/Library's Evaluation Rating (with a copy to departmentally determined evaluators).
April 17***	College Dean/Library Director sends report to Provost on Faculty Evaluation/Merit. Informs Faculty Member if Dean's/Library Director's recommendation differs from Departmental/Library Recommendation.
April 24***	Faculty Member may send to Provost written rebuttal against Dean's/Library Director's Merit recommendation.
May 1***	Provost sends Faculty Merit pay recommendations to President. Informs Faculty Member if recommendation differs from the Dean's/Library Director's.
May 8***	Faculty member may send to Faculty Appeals a written rebuttal to the Provost's Evaluation/Merit recommendation (only applicable to faculty who scored less than 3.0 overall).
June 30***	Provost files summary report on Evaluation/Merit with Faculty Concerns Committee.
June 30***	President notifies Faculty Members of Merit decision.

## Reappointment

*NOTE: A recommendation is defined as a yes or no recommendation in writing with a rationale. A report is a compilation of recommendations.*

If listed date falls on Saturday, Sunday, a legal holiday, or other day during which the University is closed, the next working day after the listed date is considered the deadline.

### First-Year Faculty

January 22	Department Chair sends recommendation of Department/Library Review Committee and/or Department Chair to the Dean/Library Director and Faculty Member on Reappointment of First-Year Faculty.
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January 29	Faculty Member may send written rebuttal to Dean/Library Director against Department's/Library's First-Year Reappointment recommendation (with a copy to department/Library determined evaluators).
February 6	College Dean/Library Director sends recommendation to Provost and Faculty Member on Reappointment of First-Year Faculty.
February 13	Faculty Member may send written rebuttal to Provost against Dean's/ Library Director's First-Year Reappointment recommendation.
February 20	Provost sends report to President on Reappointment of First-Year Faculty. Informs Faculty Member of recommendation.
March 1	President notifies First-Year Faculty of Reappointment decision.

#### Second-Year Faculty\*

*\* Also applies to Instructor and Librarian I ranks in second/subsequent year*

October 30	Department Chair sends recommendation of Department/Library Review Committee and/or Department Chair to the Dean/Library Director and to the Faculty Member on Reappointment of Second-Year Faculty.
November 8	Faculty Member may send written rebuttal to Dean/Library Director against Department's/Library's Second-Year Reappointment recommendation (with a copy to department/Library determined evaluators).
November 15	College Dean/Library Director sends recommendation to Provost and Faculty Member on Reappointment of Second-Year Faculty.
November 22	Faculty Member may send written rebuttal to Provost against Dean's/Library Director's Second-Year Reappointment recommendation (with a copy to the Dean/Library Director).
November 29	Provost sends report to President on Reappointment of Second-Year Faculty. Informs Faculty member of recommendation.
December 15	President notifies Second-Year Faculty of Reappointment decision.

### Third- and Subsequent-Year Faculty \*

*\* Applies only to Assistant Professor/Librarian II ranks and above*

March 13	Department Chair sends recommendation of Department/Library Review Committee and/or Department Chair to the Dean/Library Director and the Faculty member on Reappointment of Third/Fourth/Fifth-Year Faculty.
March 20	Faculty Member may send written rebuttal to Dean/Library Director against Department's/Library's Third/Fourth/Fifth-Year Reappointment recommendation (with a copy to department/Library determined evaluators).
April 17	College Dean/Library Director sends recommendation to Provost and Faculty Member on Reappointment of Third/Fourth/Fifth-Year Faculty.
April 24	Faculty Member may send written rebuttal to Provost against Dean's/ Library Director's Third/Fourth/Fifth-Year Reappointment recommendation (with a copy to the Dean/Library Director).
May 1	Provost sends report to President on Reappointment of Third/Fourth/Fifth-Year Faculty. Informs Faculty Member of recommendation.
June 30	President notifies Third/Fourth/Fifth-Year Faculty of Reappointment decision.

### **Sabbatical/Professional Leave**

*NOTE: A recommendation is defined as a yes or no recommendation in writing with a rationale. A report is a compilation of recommendations. If listed date falls on Saturday, Sunday, a legal holiday, or other day during which the University is closed, the next working day after the listed date is considered the deadline. Dates given are to be read as "no later than."*

September 16	Provost issues call for Sabbatical/Professional and/or research leaves (PRL) proposals.
September 27	Faculty Member applies for Sabbatical/PRL: Copies to Department Chair/Library Review Committee Chair and to Chair of the Faculty Development and Sabbatical/Professional Leave Subcommittee; Letter of intent to Provost and copy to appropriate College Dean/Library Director. Ordinarily, to be formally considered for review, an application must be received no later than 4:00 PM of the deadline date. Applications determined by the Chair of the Faculty Development and Sabbatical/PRL Subcommittee to be late and/or incomplete will not be considered.
October 18	Department Chair sends Department/Library Sabbatical Review Committee's recommendation to the College Dean/Library Director and the Faculty Member.

October 25	Faculty Member sends written rebuttal to College Dean/Library Director against Department's/Library's Sabbatical/PRL recommendation.
November 1	College Dean/Library Director sends report to Provost on Sabbaticals/PRLs indicating rank order. Informs faculty member of recommendation.
November 1	Faculty Development and Sabbatical/Professional Leave Subcommittee informs faculty member of Subcommittee recommendation. Sends report to Provost on Sabbaticals/PRLs indicating rank order of applicants. Transmits application files to Provost.
November 8	Faculty Member sends written rebuttal to Provost against Faculty Development and Sabbatical/Professional Leave Subcommittee's and/or College Dean's/Library Director's Sabbatical/PRL recommendation.
No Later Than November 22	Provost calls Sabbaticals/PRLs conference with College Deans/Library Director and Faculty Development and Sabbatical/Professional Leave Subcommittee.
December 2	Provost sends report on Sabbaticals/PRLs to President. Informs Faculty Member and the Chair of the Faculty Development and Sabbatical/Professional Leave Subcommittee of recommendation.
December 9	Faculty Member sends appeal to Faculty Appeals Committee against Provost's Sabbatical/PRL recommendation.
5 Working Days	Written rebuttal to the President against any Faculty Appeals Committee recommendation.
January 30	President notifies Faculty Members of Sabbatical/PRL decision.

### **Tenure/Permanent Status and/or Promotion**

*NOTE: A recommendation is defined as a yes or no recommendation in writing with a rationale. A report is a compilation of recommendations. If listed date falls on Saturday, Sunday, a legal holiday, or other day during which the University is closed, the next working day after the listed date is considered the deadline. Dates given are to be read as "no later than."*

October 15	Provost issues call for Tenure/Permanent Status and/or Promotion applications.
October 21	Signed Letter of Intent delivered to Provost
November 1	Faculty Member applies for Tenure/Permanent Status: Copies to Chair of the Department Tenure Committee/Library Review Committee and to Chair of the Faculty Promotion and Tenure/Permanent Status Subcommittee.

December 1	Department Chair sends Tenure/Permanent Status and/or Promotion recommendation to Dean/Library Director and to Faculty Member.
December 13	Faculty Member sends to Dean/Library Director written rebuttal against Department's/Library's Tenure/Permanent Status and/or Promotion recommendations (with a copy to department/Library determined evaluators).
January 10	College Dean/Library Director sends Tenure/Permanent Status and/or Promotion recommendations to Provost and Faculty Member.  Faculty Promotion and Tenure/Permanent Status Subcommittee informs Faculty Member and Provost of Tenure/Permanent Status and/or Promotion recommendations. Transmits files to Provost.
January 17	Faculty Member sends to Provost written rebuttal against Faculty Promotion and Tenure/Permanent Status Subcommittee's and/or Dean's/Library Director's Tenure/Permanent Status and/or Promotion recommendation (with a copy to the Chair of the Faculty Promotion and Tenure/Permanent Status Subcommittee and/or the Dean/Library Director).
January 24	Provost calls Tenure/Permanent Status and/or Promotion conference with Deans/Library Director and Faculty Promotion and Tenure/Permanent Status and/or Promotion Subcommittee.
January 27	Provost sends Tenure/Permanent Status and/or Promotion recommendations to President. Informs faculty member of recommendation.
February 2	Faculty Member sends appeal to Faculty Appeals Committee against Provost's Tenure/Permanent Status and/or Promotion recommendation (with a copy to the Provost).
February 20	Faculty Appeals Committee recommendation to President and Faculty Member (with a copy to the Provost).
5 Working Days	Written rebuttal to the President against any Faculty Appeals Committee recommendation (with a copy to the Chair of the Faculty Appeals Committee).
March 15	President notifies Faculty Members of decision.

