

I. 2018-2019 Faculty Evaluation Calendar

April	Provost provides to academic deans, Dean of Libraries, and department chairs a list of faculty members in the respective departments who are in the penultimate year for tenure consideration.
April	Meeting held with potential candidates, panel and/or department chairs, and deans.
Aug 15*	Chairs confirm list of candidates for tenure, promotion, third-year, and Senior Instructor renewal review with appropriate Dean and Office of the Provost. Any faculty member seeking to undergo early review should request permission well in advance of this date.
June-Aug	Panel chairs initiate formation of department evaluation panel(s); panel chairs solicit Recent Graduate Surveys, external reviews of research (if used by departments) and extra-departmental colleague letters.
Sept 15	Candidates complete packets.
Oct 1	Evaluation Panel Chairs assure that all evaluation data have been collected and begin convening panels.
Oct	Departmental evaluation panels complete deliberations <u>on tenure and promotion cases</u> . Additional documentation may not be added to the candidate's packet after the department evaluation panel concludes its deliberations, and in no case may any information be added after November 1 for tenure and promotion cases. The only exceptions are as outlined in the <i>FAM</i> and the joint memo from the Provost and Advisory Committee.
Nov 1*	Evaluation Panel Chairs present to appropriate Dean(s) the results of their panel deliberations <u>for tenure and promotion candidates</u> and ensure that all materials/packets are accessible by the appropriate Dean(s).
Dec 1*	Appropriate Dean provides their recommendation <u>in all tenure and promotion reviews</u> to the Provost and forwards any hard copy materials to a designated room for review by the Advisory Committee and the Provost. Office of the Provost ensures that Provost and appropriate Advisory Committee members have access to designated online packets.
By Jan 15	Departmental evaluation panels complete deliberations <u>on third-year review cases</u> . Additional documentation may not be added to the candidate's packet after the departmental evaluation panel concludes its deliberations, and in no case may any information be added after January 15 for third-year review cases. The only exceptions are as outlined in the <i>FAM</i> and the joint memo from the Provost and Advisory Committee.
Jan 15*	Evaluation panel chairs present to appropriate Dean(s) the results of their panel deliberations <u>for third-year review cases</u> and ensure that all materials/packets are accessible by the appropriate Dean(s).
Jan 15-31	Deans interview each third-year review candidate.
Feb 1*	Deans provide their recommendations <u>on third-year reviews</u> to the Provost.
Dec-Feb	The Advisory Committee and the Provost review <u>all tenure and promotion recommendations</u> . When requested or when stipulated by the <i>FAM</i> , the Advisory Committee will also consider third-year review cases.
Feb 25	The Advisory Committee makes its tenure and promotion recommendations and third-year evaluation recommendations to the President and notifies each candidate in writing of the recommendation.
March 1	The Provost makes tenure and promotion recommendations and third-year evaluation recommendations to the President. All pertinent evaluation materials are sent to the President.
March 15	The Provost notifies each candidate in writing of the Provost's recommendation.
March 15*	President informs each candidate of the final presidential decision. Or within two weeks of receipt of the recommendation

** Dates marked with an asterisk are required deadlines as delineated in the Faculty/Administration Manual. When any date falls on a weekend, the deadline will be the next business day after that date.*