

## Schedule of Administrative Deadlines

Dates/Deadlines in which Google folder permissions will change

### Faculty Review Process 2023-24 & 2024-25

2023-24 Complete on or Before	2024-25 Complete on or Before	Action	Who's Responsible	1st Yr TTF & ITF	ITF	TT	T/P
March 31, 2023	March 29, 2024	Distribute mandatory tenure review notifications to deans	Human Resources in coordination with Provost				x
April 7, 2023	April 5, 2024	Inform department chair/dean (colleges w/o departments) of intent to go up for promotion and/or early tenure; this includes TT & ITF faculty	Faculty being reviewed		x prom.	x early	x to full
April 19, 2023	April 17, 2024	Provide department chair/dean (colleges w/o departments) suggested external reviewers	Faculty being reviewed			x early	x
April 28, 2023	April 26, 2024	Provide department chair/dean (colleges w/o departments) suggested T/P reviewers	Unit TPR Committee			x early	x
May 5, 2023	May 3, 2024	Ask external reviewers to commit to writing a letter; materials to be sent later. If ready, materials can be sent now	Departments/Colleges w/o Departments			x early	x
August 4, 2023	July 26, 2024	Distribute scheduled TT (interim & major) faculty review notifications to deans	Human Resources in coordination with Provost			x	
August 4, 2023	August 2, 2024	External review materials submitted to chair by faculty being reviewed. T/P packets electronically shared with external reviewers; deadline to respond should be mid-September	Faculty being reviewed & Departments/Colleges w/o Departments			x early	x
September 13, 2023	August 14, 2024	Distribute ITF (teaching professor ranks, professor of practice, adjunct, affiliated, research, & instructor) appointments to deans.	Human Resources in coordination with Provost		x		
September 22, 2023	September 20, 2024	•T/P & ITF promotion dossier complete; ready for unit's TPR cmte review •Candidate to sign appropriate checklist (acknowledging the information reviewed did not contain confidential comments & they are satisfied that the material included is accurate & appropriate) Note: Faculty deadlines for all other reviews are set by the college	Faculty being reviewed submit to Departments/Colleges w/o Departments		x prom.	x early	x
October 27, 2023	October 25, 2024	Unit TPR committee must have T/P recommendations to the department chair or dean (colleges w/o departments)	Departments/Colleges w/o Departments			x early	x
November 3, 2023	October 25, 2024	Unit TPR committee must have TT (interim & major) & ITF (appointment & teaching prof. promotion) recommendations to department chair or dean (colleges w/o departments) Note: see Dec. 1, 2023 & Dec. 4, 2024 deadline for 1st year reviews	Departments/Colleges w/o Departments		x	x	
November 27, 2023	November 27, 2024	•T/P review complete •Recommendations & T/P dossiers due to college	Department Chairs			x early	x
December 1, 2023	December 4, 2024	•1st year faculty reviews (TT & ITF) complete and forwarded to chair	Departments/Colleges w/o Departments	x	x	x	
December 1, 2023	December 6, 2024	•ITF (appointments & teaching prof. promotions) reviews complete •Recommendations & dossiers for ITF promotions due to college (those w/ departments) Note: See Jan. 5, 2024 & Jan. 3, 2025 deadline for 1st year reviews	Department Chairs		x		
December 8, 2023	December 13, 2024	•TT (interim & major) reviews complete •Recommendations & dossiers for TT reviews due to college (those w/ departments) Note: See January 3, 2025 deadline for 1st year reviews	Department Chairs			x	
January 5, 2024	January 3, 2025	•1st year faculty reviews (TT & ITF) complete and forwarded to college	Department Chairs	x	x	x	
January 5, 2024	January 3, 2025	•ITF (appointments & teaching prof. promotions) reviews complete •Due to Human Resources Note: See Jan. 19, 2024 & Jan. 24, 2025 deadline for 1st year reviews	Deans		x		
January 10, 2024	January 8, 2025	Committee T/P recommendations due to deans (colleges w/ departments) or provost (colleges w/o departments)	College Committees			x early	x
January 19, 2024	January 24, 2025	•ITF (1st year review) complete & materials due to HR •TT (interim & major) reviews complete & materials due to HR •Distribute TT (interim & major) faculty review recommendations to faculty •Provide ITF (promotion) faculty with written recommendation & copy department chair (colleges w/ departments)	Deans		x prom.	x	
February 7, 2024	February 7, 2025	•T/P review complete •Recommendations & T/P dossiers due to HR •Distribute T/P faculty review recommendations to faculty	Deans			x early	x

February 9, 2024	February 7, 2025	Distribute approved ITF appointments to deans' offices	Human Resources		x		
February 9, 2024	February 7, 2025	Distribute ITF teaching prof. promotions to individual faculty; copy to dean	Provost		x		
February 16, 2024	February 14, 2025	Distribute ITF appointment & promotion letters to faculty	Departments/Colleges w/o Departments		x		
February 21, 2024	February 19, 2025	Distribute TT interim review recommendations to deans	Human Resources			x	
February 26, 2024	February 26, 2025	Distribute TT major review recommendations to deans	Human Resources in coordination with Provost			x	
March 1, 2024	February 28, 2025	Distribute TT major review recommendations to faculty; copy dean and chair	Provost			x	
March 6, 2024	March 7, 2025	Distribute TT (reappointments) & T/P recommendations to the president	Provost			x	x
March 18, 2024	March 21, 2025	Distribute T/P recommendations to deans	Human Resources in coordination with Provost			x early	x
March 22, 2024	March 26, 2025	Distribute T/P recommendations to individual faculty	Provost			x early	x
~3 wks. prior to BoT meeting	~3 wks. prior to BoT meeting	Information due to the Secretary of the Board of Trustees	Human Resources & Provost's Office			x	x
~2 wks. prior to BoT meeting	~2 wks. prior to BoT meeting	Board agenda made public Agenda includes Informational Sheets for all faculty being recommended to the Board for tenure and/or promotion	Board Secretary				
~Fr. before spring commencement	~Fr. before spring commencement	Board of Trustees meeting Board votes on all faculty being recommended for tenure and/or promotion	Board of Trustees				
~Tu. following BoT meeting	~Tu. following BoT meeting	Distribute Board actions to deans/department chairs	Human Resources			x	x
~Tu., 1 wk. following BoT meeting	~Tu., 1 wk. following BoT meeting	Distribute P/T and TT letters to faculty	Departments/Schools			x	x

Key:

ITF = teaching professor ranks, professor of practice, adjunct, affiliated, research, & instructor

TT = Tenure-Track

T/P = Tenure and/or Promotion