

Schedule of Administrative Deadlines

Dates/Deadlines in which Google folder permissions will change

Faculty Review Process 2022-2023 & 2023-2024

2022-23 Complete on or Before	2023-24 Complete on or Before	Action	Who's Responsible	1st Yr TTF & ITF	ITF	TT	T/P
April 22, 2022	March 31, 2023	Distribute mandatory tenure review notifications to deans	Human Resources in coordination with Provost				x
May 6, 2022	April 7, 2023	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
August 12, 2022	<i>see July 28, 2023 below</i>	Distribute scheduled TT (interim & major) faculty review notifications to deans	Human Resources in coordination with Provost			x	
September 2, 2022	April 19, 2023	2022-23 - Provide department chair/dean (colleges w/o departments) suggested reviewers & documents to be sent to external reviewer by 9/2/22 2023-24 - Provide department chair/dean (colleges w/o departments) suggested external reviewers by 4/19/23	Faculty being reviewed			x early	x
September 16, 2022	April 28, 2023	Provide department chair/dean (colleges w/o departments) suggested T/P reviewers	Unit TPR Committee			x early	x
n/a - not currently requested	May 5, 2023	Ask external reviewers to commit to writing a letter; materials to be sent later	Departments/Colleges w/o Departments			x early	x
<i>see August 12, 2022 above</i>	July 28, 2023	Distribute scheduled TT (interim & major) faculty review notifications to deans	Human Resources in coordination with Provost			x	
September 30, 2022	August 4, 2023	T/P packets electronically shared with external reviewers; deadline to respond should be mid-November (2022-23) and mid-September (2023-24)	Departments/Colleges w/o Departments			x early	x
October 7, 2022	September 13, 2023	Distribute Teaching Professor, Professor of Practice, Ajunct, Affiliated, Research, & Instructor appointments to deans	Human Resources in coordination with Provost		x		
November 18, 2022	September 22, 2023	•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	Departments/Colleges w/o Departments		x prom.	x early	x
December 9, 2022	October 27, 2023	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
January 9, 2023	November 3, 2023	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 December 1, 2023 deadline for 1st year reviews	Departments/Colleges w/o Departments		x	x	
January 6, 2023	November 27, 2023	•T/P review complete •Recommendations & T/P dossiers due to college	Department Chairs			x early	x
n/a - not required	December 1, 2023	•1st year faculty reviews (TT & ITF) complete and forwarded to chair	Departments/Colleges w/o Departments	x	x	x	
January 27, 2023	December 1, 2023	•ITF (appointments & teaching prof. promotions) reviews complete •Recommendations & dossiers for ITF promotions due to college (those w/ departments) Note: See January 5, 2024 deadline for 1st year reviews	Department Chairs		x		
February 3, 2023	December 8, 2023	•TT (interim & major) reviews complete •Recommendations & dossiers for TT reviews due to college (those w/ departments) Note: See January 5, 2024 deadline for 1st year reviews	Department Chairs			x	
n/a - not required	January 5, 2024	•1st year faculty reviews (TT & ITF) complete and forwarded to dean	Department Chairs	x	x	x	
February 17, 2023	January 5, 2024	•ITF (appointments & teaching prof. promotions) reviews complete •Due to Human Resources Note: See January 19, 2024 deadline for 1st year reviews	Deans		x		
February 8, 2023	January 10, 2024	Committee T/P recommendations due to deans (colleges w/ departments) or provost (colleges w/o departments)	College Committees			x early	x
February 24, 2023	January 19, 2024	•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	
March 3, 2023	February 7, 2024	•T/P review complete •Recommendations & T/P dossiers due to HR •Distribute T/P faculty review recommendations to faculty	Deans			x early	x
March 10, 2023	February 9, 2024	Distribute approved ITF appointments to deans' offices	Human Resources		x		
March 10, 2023	February 9, 2024	Distribute ITF teaching prof. promotions to individual faculty; copy to dean	Provost		x		
March 17, 2023	February 16, 2024	Distribute ITF appointment & promotion letters to faculty	Departments/Colleges w/o Departments		x		
March 17, 2023	February 21, 2024	Distribute TT interim review recommendations to deans	Human Resources			x	
March 22, 2023	February 26, 2024	Distribute TT major review recommendations to deans	Human Resources in coordination with Provost			x	
March 24, 2023	March 1, 2024	Distribute TT major review recommendations to faculty; copy dean and chair	Provost			x	
March 29, 2023	March 6, 2024	Distribute TT (reappointments) & T/P recommendations to the president	Provost			x	x
March 31, 2023	March 18, 2024	Distribute T/P recommendations to deans	Human Resources in coordination with Provost			x early	x
April 3, 2023	March 22, 2024	Distribute T/P recommendations to individual faculty	Provost			x early	x
April 7, 2023	~3 wks. prior to BoT meeting	Information due to the Secretary of the Board of Trustees	Human Resources & Provost's Office			x	x

April 14, 2023	~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				
April 28, 2023	~Fr. before spring commencement	Board of Trustees meeting Board votes on all faculty being recommended for tenure and/or promotion	Board of Trustees				
May 1, 2023	Mo following BoT meeting	Distribute Board actions to deans/department chairs	Human Resources			x	x
May 8, 2023	Mo, 1 wk. following BoT meeting	Distribute P/T and TT letters to faculty	Departments/Schools			x	x

Key:
ITF = Instructional-Track Faculty
T/P = Tenure and/or Promotion
TT = Tenure-Track