

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	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 & NTT faculty	Faculty being reviewed	x prom.	x early	x to full
August 12, 2022	<i>see August 4, 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	Provide department chair/dean (colleges w/o departments) suggested reviewers (2022-23 & 2023-24) & documents to be sent to T/P reviewer (2022-23)	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>	August 4, 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)			x early	x
October 7, 2022	September 13, 2023	Distribute NTT appointments to deans	Human Resources in coordination with Provost	x		
November 18, 2022	September 22, 2023	<ul style="list-style-type: none"> •T/P & NTT (lecturer) promotion dossier complete and ready for unit's TPR committee 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) 	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) & NTT (appointment & lecturer promotion) recommendations to department chair or dean (colleges w/o departments)	Departments/Colleges w/o Departments	x	x	
January 6, 2023	November 21, 2023	<ul style="list-style-type: none"> •T/P review complete •Recommendations & T/P dossiers due to college 	Department Chairs		x early	x
January 27, 2023	December 1, 2023	<ul style="list-style-type: none"> •NTT (appointments & lecturer promotions) reviews complete •Recommendations & dossiers for NTT promotions due to college (those w/ departments) 	Department Chairs	x		
February 3, 2023	December 8, 2023	<ul style="list-style-type: none"> •TT (interim & major) reviews complete •Recommendations & dossiers for TT reviews due to college (those w/ departments) 	Department Chairs		x	
February 8, 2023	January 5, 2024	Committee T/P recommendations due to deans (colleges w/ departments) or provost (colleges w/o departments)	College Committees		x early	x
February 17, 2023	January 5, 2024	<ul style="list-style-type: none"> •NTT (appointments & lecturer promotions) reviews complete •Due to Human Resources 	Deans	x		
February 24, 2023	January 19, 2024	<ul style="list-style-type: none"> •TT (interim & major) reviews complete & materials due to HR •Distribute TT (interim & major) faculty review recommendations to faculty •Provide NTT (promotion) faculty with written recommendation & copy department chair (colleges w/ departments) 	Deans	x prom.	x	
March 3, 2023	January 31, 2024	<ul style="list-style-type: none"> •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 NTT appointments to deans' offices	Human Resources	x		
March 10, 2023	February 9, 2024	Distribute NTT lecturer promotions to individual faculty; copy to dean	Provost	x		
March 17, 2023	February 16, 2024	Distribute NTT 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
~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:

NTT = Non-Tenure-Track

T/P = Tenure and/or Promotion

TT = Tenure-Track