

FACULTY ANNUAL CHRONOLOGY
2011-2012 Academic year

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| Fall Semester | Recommendation for tenure or promotion shall be initiated by the department head in the fall semester preceding the year in which the candidate will stand for promotion and/or tenure. In the same semester, the ATP committee after reviewing the status of all faculty members below the rank of full professor, may invite department heads to recommend appropriate persons for tenure and/or promotion, according to the guidelines described in the Faculty Handbook (405.4). |
| Prior to September 1 | Applicants for sabbatical leave will arrange to meet with their department head to discuss their sabbatical leave proposal. The signature of the department head, indicating that he or she has reviewed the proposal, is required before the application is submitted to the Dean's Office (503.3.1.3.3). |
| By September 1 | A post-sabbatical report for faculty on leave the previous academic year (full year or spring semester) is due to the Faculty Interests Committee and to the Dean of the College (503.3.1.9). |
| By September 9 | Files for candidates for promotion and/or tenure, containing all recommendations, documents, and evaluations, shall be forwarded by the Department Head to the Dean of the College by the second Friday of September (405.4.4.1). |
| By September 15 | Faculty who submitted a letter of intention to apply for sabbatical leave must submit their completed sabbatical leave proposals to the Dean's Office. Proposals are forwarded within the week to the Faculty Interests Committee (503.3.1.3.4). |
| September 16-October 7 | Every candidate for tenure or promotion may read in the office of the Dean, but may not keep, a copy of his or her file prior to the time it is sent to the ATP Committee for review. The file will include copies of all letters and evaluations that are included in the file. However, because students will have signed their evaluations, their comments will be typed and their names removed before their evaluations are available to the candidate. [The file that is sent to the ATP Committee shall include the original student evaluations.] Candidates may view these file copies between the third Friday of September (September 16, 2011) and the end of the first full week of October (October 7, 2011). The candidate may write an additional letter for the file, which addresses issues raised in the file. Such a letter must be submitted to the Dean before the files are sent to the ATP Committee (404.3, 405.4.3.1). |
| Prior to September 25 | The administration discusses with the Faculty Interests Committee the instructional line item in next year's budget (406.1.2.1). |
| Prior to October 7 | The Dean interviews all candidates for tenure. Interviews with candidates for promotion are optional (405.4.4.3). |
| October 7 | The Dean sends to the Appointment, Tenure and Promotion Committee a list of all candidates, accompanied by all recommendations, documents and evaluations (405.4.4.2). |
| By October 15 | The Faculty Interests Committee transmits its recommendations on sabbatical leaves for the next academic year to the Dean (503.3.1.3.4). |
| Late October | Faculty Interests Committee makes recommendations to the administration on faculty salary and benefit items to be included in the next preliminary budget of the College (406.1.2.2/306.1.3.1.b). |

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| By October 31 | The department head and faculty member will meet to discuss the evaluation process. [Non-tenured faculty members are evaluated by their department heads each year. Unless otherwise stipulated in the annual appointment letter, tenured and continuing faculty members who have served more than six years are evaluated every three years.] The faculty member should bring a current vita. After the meeting, the faculty member will fill out the self-evaluation form and submit it, in hard copy, to the department head, who will in turn fill out her/his portion of the form (404.1). |
| | The process is meant to allow each faculty member to discuss the previous year's accomplishments in teaching (404.1.1), scholarship (404.1.2), and service (404.1.3); to indicate plans for the future; and to receive the department head's written response before the final evaluation conference (404.1). |
| By November 1 | Department Heads forward names of those faculty to be considered for promotion the following fall (candidates to be reviewed for tenure have already been identified in the Faculty Profile). |
| Before December 1 | The administration consults with the Faculty Interests Committee to formulate salary recommendations for submission to the February meeting of the Board of Regents (406.1.2.3). |
| No later than December 5 | The ATP Committee sends its recommendations on promotion and tenure candidates to the Dean of the College (405.4.4.4). |
| December 1 | For non-tenure-line faculty January Term non-teaching assignment application forms due from Department Heads to Registrar. |
| Before the end of the fall semester | The department head and faculty member [being evaluated] will meet to discuss the contents of the evaluation form and to acknowledge the meeting with their signatures (404.1). |
| December 15 | The Dean of the College informs applicants for sabbatical leaves and their department heads whether their proposal has been judged meritorious and whether it will receive college funding (503.3.1.7). |
| On or Before December 20 | The Dean makes his recommendations to the President on promotion and tenure candidates, with copies to the ATP Committee and to the appropriate department heads (405.4.4.5). |
| On or Before January 15 | The President must notify the ATP Committee if he intends to make recommendations to the Board of Regents on promotion and tenure which vary from that committee's recommendations (405.4.4.6). |
| By February 1 | Completed and signed evaluation forms will be sent by department heads to the dean of the college by February 1. A faculty member may wish to write a response to the evaluation. Such a response, which will be appended to the original evaluation form, must be sent to the department head and dean by February 1 (404.1). |
| February 1 | Review Department Head terms and request departmental input for continuation of term or selection of a new head. |
| February 10 | Dossiers from Third-Year Review candidates are due in the Dean's Office by 5:00 p.m. |
| February 17-24 | Every faculty member under third-year review may read in the Office of the Dean, but may not keep, a copy of his or her file prior to the time it is sent to the ATP Committee for review. The file will include copies of all letters and evaluations that are included in the file. However, because students will sign their evaluations, their comments will be typed and their names removed before those evaluations are available to the candidate. Candidates may view these file copies beginning the third Friday of February (February 17, 2012). The candidate may write an additional letter for the file, which addresses issues raised in the file. |

Such a letter must be submitted to the Dean before the files are sent to the ATP Committee (404.3).

February Regents' Meeting

Preliminary approval of next year's budget, including the item for faculty salaries (406.1.2).

Following the February Meeting of the Board of Regents

The names of persons being promoted and/or receiving tenure are announced (405.4.4.7).

The Dean of the College informs each department head of the salary and the salary step of each member of his/her department each year (406.1.1).

The Dean's Office notifies faculty members eligible for applying for a sabbatical leave during the next academic year (503.3.1.3.1).

March 1

Appointment letters for the next academic year arrive in faculty mailboxes (403.4).

March/April

Third-year review faculty interviewed by members of the ATP Committee. In late spring/early summer individual appointments will be arranged with the Dean for third-year review candidates and their department heads.

Early Spring

A sabbatical application workshop is held to assist in the preparation of applications (503.3.1.3.1).

April 1

Signed appointment letters for the next academic year are due in the Office of the Dean (403.4).

A post-sabbatical report for faculty on leave the fall semester is due to the Faculty Interests Committee and to the Dean of the College (503.3.1.9).

April 17 Faculty Meeting

The ATP Committee will report to the faculty the number of renewed appointments of full-time, fully-credentialed faculty without tenure eligibility, and the number of new positions created in this category during the current academic year (404.2.3).

Late April

Department preliminary budgets issued for the next academic year.

Dean's Office sends letter to candidates who will be considered for tenure and promotion the next fall which outlines contents of dossiers and reminds them that dossiers are due in the Dean's Office by the second Friday of September.

May 1

Eligible faculty submit a letter of intention to apply for sabbatical leave to the Dean's Office. This letter should include a brief preview of anticipated leave activity for review by the Dean and for consultation with the Academic Grants officer on funding (503.3.1.3.2).

Early May

ATP and Dean hold informational meetings with candidates scheduled for third-year review in spring **2013**, and tenure and/or promotion review in fall **2012**.

May Department Heads' Meeting

ATP Chair reviews procedures for Tenure/Promotion/Third-Year Review for the following year.

May Regents' Meeting

Final approval of next year's budget.

May

Faculty Interests Committee makes recommendations to administration on faculty salary and benefit items to be included in the next preliminary budget of the College (306.1.3.1.b).