

Faculty Evaluation Calendar, 2016-2017

A. Schedule for Promotion and Tenure Review

Note: The Office of the Provost will send a list of faculty who must undergo promotion and tenure review in the summer before the review occurs. Faculty members who wish to be considered for promotion and tenure before the year indicated in the letter of appointment must obtain written approval before submitting their dossier for review.

DATE	EVENT
September 16	All Promotion and Tenure review committees established
September 23	Promotion and Tenure Workshop – Faculty/Department Heads, 10:30 – 12:00, Hodges Library Auditorium
September 28	Promotion and Tenure Workshop – Faculty/Department Heads, 10:30 – 12:00, 405 Ayres Hall
September 29	Promotion and Tenure Workshop – Faculty/Department Heads, 9:00 – 10:30, 405 Ayres Hall
October 20	Latest deadline for submission of Tenure Dossier and supporting materials to Department/Unit Head (some departments may set an earlier deadline)
January 3	Deadline for submission of Departmental recommendations to the College
February 3	Deadline for submission of College Committee recommendations to the Dean
March 3	Deadline for Dean’s recommendations to the Office of the Provost
April 11	Promotion and Tenure Workshop – Faculty/Department Heads, 9:00-10:30, BCC 102/103/104
April 12	Promotion and Tenure Workshop – Faculty/Department Heads, 1:30-3:00, BCC 102/103/104
Late June	Board of Trustees action on 2017 tenure and promotion recommendations

B. Schedule for Retention and Annual Evaluations of Tenure-Track Faculty

Note: All *tenured* faculty members who are not on leave must be evaluated each academic year. All *probationary* faculty members beyond their first year will have a combined retention review and annual evaluation each fall. In exceptional circumstances, a probationary faculty member may be evaluated during the first academic year at the discretion of the department head.

DATE	Event
October 3	Generally, faculty members should submit their materials for annual evaluation and retention four weeks prior to the departmental due date for recommendations to the college. Please check with your department head to confirm this timing.
November 3	Deadline for Departmental recommendations on annual evaluations and retentions to the College.
November 17	Deadline for College recommendations on annual evaluations and retentions to the Office of the Provost
December 15	Deadline for Provost recommendations on annual evaluations and retentions to be returned to departments and faculty members.

Note: See Faculty Handbook (3.11.3.3) for dates related to notice of non-renewal

C. Schedule for Lecturer Promotion Review

Note: All non-tenure track faculty must receive and undergo evaluation each year. The department determines the form that the evaluation takes. The evaluations themselves are to remain in the non-tenure-track faculty member's departmental file. In order to be considered for promotion, a non-tenure-track faculty member must have annual evaluations for every year under review.

DATE	EVENT
November 9	Lecturer Promotion Workshop – Lecturers/Department Heads, 3:30-4:30, 405 Ayres Hall
November 15	Lecturer Promotion Workshop – Lecturers/Department Heads, 9:30-10:30, Black Cultural Center (BCC) 102/103/104
January 27	Eligible Lecturers Submit dossiers to their units.
February 28	Units submit recommendations to the College
March 1-31	College Lecturer Promotion Committee reviews candidate dossiers
April 3	College Lecturer Promotion Committee submits recommendations to Dean of the College
May 1	Dean makes recommendation to the Provost.
June 1	Provost notifies candidates of outcome of the process