

CALENDAR FOR FACULTY PERSONNEL ACTIONS

The personnel actions listed below contain specific dates in which certain activities are associated with the action. Please share this schedule with all personnel in your college who have responsibility for preparing such requests. It is important that the dates for submission be followed as only cases under special circumstances will be accepted past the due dates listed.

Faculty Outside Employment

September 15, 2006	Provost sends a notice to the deans regarding Faculty Request to Conduct Outside Employment form
October 20, 2006	All requests due to the Provost

Renewal of Contracts for Non-Tenured Faculty on Tenure-Track Appointment

August 1, 2006	Provost sends notice to deans of due dates for recommendations for contract renewals
November 17, 2006	Second year of service contract renewal recommendations due to the Provost
November 17, 2006	Recommendation for renewal of multi-year contracts due to the Provost
November 17, 2006	Recommendation for conditional status due to the Provost
December 1, 2006	Deadline for notice of non-renewal to second year faculty
December 1, 2006	Deadline for notice of non-renewal of multi-year contracts due to the faculty member
December 1, 2006	Deadline for notification of conditional appointment for the following academic year
December 1, 2006	Notification for terminal appointment
February 2, 2007	First year of service contract renewal recommendations due to the provost
February 7, 2007	Deadline for notice of non-renewal of contract for first-year faculty
March 1, 2007	Third and subsequent years of service contract renewal recommendations due to the provost
March 1, 2007	Second round of second-year faculty contract renewal recommendations due to the provost

April 27, 2007

Deadline for notice of non-renewal of contract for second round of second-year faculty and for all non-tenured faculty in their third and subsequent years

Sabbatical and Academic Leave

Early September

Notice Sent out by Grants and Research advising faculty member of due dates.

October 31, 2006

Application/proposals and Deans' Recommendation Letter due to Grants and Research

November 15, 2006

Committee on Grants and Leaves meet and forwards recommendations to the Provost

December 8, 2006

Provost notifies faculty on leave requests

Promotion and Tenure

September 15, 2006

Provost notifies deans of those faculty members who are in their first year of eligibility for promotions.

November 1, 2006

Deadline for College Rank and Tenure Committees to begin review of promotion and tenure cases

January 1, 2007

College Rank and Tenure Committee's tenure and promotion recommendations due to the deans and to candidates

February 15, 2007

Deans' recommendations on tenure and promotion candidates are due to the Provost. Deans will send their recommendation letter along with the CRTC recommendation letter and all application materials.

March 30, 2007

Provost's decisions on tenure and promotion applications are due to candidates

March 30, 2007

Deadline for Provost to notify Deans of those faculty members who are to be considered for tenure in the next academic year

May 1, 2007

Deadline for Deans to notify faculty members who are to be considered for tenure in the next academic year

May 1, 2007

Deadline for submitting appeals for denial of tenure to URTC

June 30, 2005

URTC recommendations regarding denial of tenure appeals due to the President

July 19, 2007

Deadline for the President to respond to the URTC recommendations on tenure appeals

Endowed Professorships

December 8, 2006

Provost notifies deans of upcoming endowed professorship term expirations

April 5, 2007

Provost sends notice of stewardship report due dates to the deans

July 2, 20057

Stewardship reports due to the Provost by the Endowed Professors

Faculty Contracts

November 15, 2006

Deans' offices begin preparing contracts for the spring semester

March 1, 2007

Deans' offices begin preparing contracts for ordinary faculty members for AY 2007-08

March 15, 2007

Mail contracts to ordinary faculty members and continue with the process until all contracts for the 2007-08 AY have been sent

Separations/Retirements

Upon Notice

Deans will send a copy of the resignation letter or retirement notice to the Provost upon receipt from the faculty member.

Provost will send an acceptance letter to the faculty member. In the case of retirements where emeritus status is granted, the provost will notify the faculty member of his/her privileges.

Dean's office will immediately complete a personnel notification form terminating the faculty member on the appropriate effective date. The original is sent to the Office of Human Resources and copy sent to the Office of the Provost.

Decanal Evaluations

September 19, 2004

Begin faculty evaluations of Deans per triennial schedule (Deans Bromberger and Sweat)

Request to Hire

Due before job offer can be made

Dean sends signed Request to Hire Form to the Provost for approval.