

Universal Personnel Due Dates

2017/2018 Schedule for Recommendations

DSA REQUESTS—Tentative dates

Due no later than:

September 6, 2017	Faculty/Staff requests due to Dept. Chair/Personnel Committee
September 22, 2017	Department Chairs and Committees forward recommendation to the Deans/Library Director
October 2, 2017	Deans/Library Director make recommendations in writing to the Provost
October 16, 2017	Provost makes recommendations to the President
December 11, 2017	Announcement of decisions on DSA

SECOND YEAR TERM REVIEW

Due no later than:

October 2, 2017	Faculty files due to Dept. Chair/Personnel Committee
October 16, 2017	Faculty file review completed. Faculty files with committee and chair letters (forms 101 and 101A) available to candidates in departmental offices.
October 16, 2017	Deans' Secretaries send notices (5-day letter) to faculty that their folder is available for review in their dept. office. After the Chair and Committee have completed their review of the candidate(s), there shall be at least 10 working days before the report is to be forwarded to the next level. Each faculty member under review shall have access to their final report*. If the individual wishes to respond to the final report, that individual may give a response to the committee at least 5 working days before the report is forwarded to the next level. This response shall be attached to the departmental report along with any committee comments (Faculty Assembly Bylaws Appendix B). * Forms 101 & 101A
October 23, 2017	Candidate's review is complete and response (if any) is added to the folder in departmental office.
October 30, 2017	Department Chairs and Committees forward recommendation on appropriate forms as well as any responses of faculty member to the Deans/Library Director.

November 13, 2017	Deans/Library Director make recommendations in writing to the Provost on continuing and reappointments.
November 27, 2017	Provost makes recommendations to the President on continuing and reappointments.
December 29, 2017	Personnel Office sends notification of President's decision.

SABBATICAL LEAVE PROPOSALS

Due no later than:

November 15, 2017	Faculty proposals due to Dept. Chair
December 1, 2017	Dept. Chair recommendations to deans
December 15, 2017	Deans/Library Director recommendations to Provost
January 31, 2018	Provost sends notification on sabbaticals.

FIRST YEAR TERM REVIEW

Due no later than:

January 22, 2018	Faculty files due to Dept. Chair/Personnel Committee
February 5, 2018	Faculty file review completed. Faculty files with committee and chair letters (forms 101 and 101A) available to candidates in departmental offices.
February 5, 2018	Deans' Secretaries send notices (5-day letter) to faculty that their folder is available for review in their dept. office.

After the Chair and Committee have completed their review of the candidate(s), there shall be at least 10 working days before the report is to be forwarded to the next level. Each faculty member under review shall have access to their final report*. If the individual wishes to respond to the final report, that individual may give a response to the committee at least 5 working days before the report is forwarded to the next level. This response shall be attached to the departmental report along with any committee comments (Faculty Assembly Bylaws Appendix B). * Forms 101 & 101A

February 12, 2018	Candidate's review is complete and response (if any) is added to the folder in departmental office.
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February 19, 2018	Department Chairs and Committees forward recommendation on appropriate forms as well as any responses of faculty member to the Deans/Library Director.
March 5, 2018	Deans/Library Director make recommendations in writing to the Provost on continuing and reappointments
March 14, 2018	Provost makes recommendations to the President on continuing and reappointments
March 30, 2018	Personnel Office sends notification of President's decision (No later than 3/31 for non-renewals.)

PROMOTION REQUEST

Due no later than:

January 29, 2018	Faculty files due to Dept. Chair/ Personnel Committee
February 12, 2018	Faculty file review completed. Faculty files with committee and chair letters (forms 4 and 4A) available to candidates in departmental offices.
February 12, 2018	Deans' Secretaries send notices (5-day letter) to faculty that their folder is available for review in their dept. office. After the Chair and Committee have completed their review of the candidate(s), there shall be at least 10 working days before the report is to be forwarded to the next level. Each faculty member under review shall have access to their final report*. If the individual wishes to respond to the final report, that individual may give a response to the committee at least 5 working days before the report is forwarded to the next level. This response shall be attached to the departmental report along with any committee comments (Faculty Assembly Bylaws Appendix B). * Forms 4 & 4A
February 19, 2018	Candidate's review is complete and response (if any) is added to the folder in departmental office.
February 26, 2018	Departmental committee and chair recommendations to peer review committee Spring Break 3/12-18
March 26, 2018	Peer review committee recommendations to Deans/Library Director
April 9, 2018	Deans/Library Director recommendations to Provost
April 30, 2018	Provost's recommendations to President

May 21, 2018 Announcement of decisions on promotions

TWO OR MORE YEARS TERM REVIEW

Due no later than:

February 19, 2018 Faculty files due to Dept. Chair/Personnel Committee

Spring Break 3/12-18

March 19, 2018 Faculty file review completed. Faculty files with committee and chair letters (forms 101 and 101A) available to candidates in departmental offices.

March 19, 2018 Deans' Secretaries send notices (5-day letter) to faculty that their folder is available for review in their dept. office.

After the Chair and Committee have completed their review of the candidate(s), there shall be at least 10 working days before the report is to be forwarded to the next level. Each faculty member under review shall have access to their final report*. If the individual wishes to respond to the final report, that individual may give a response to the committee at least 5 working days before the report is forwarded to the next level. This response shall be attached to the departmental report along with any committee comments (Faculty Assembly Bylaws Appendix B). * Forms 101 & 101A

March 26, 2018 Candidate's review is complete and response (if any) is added to the folder in departmental office.

April 2, 2018 Department Chairs and Committees forward recommendation on appropriate forms as well as any responses of faculty member to the Deans/Library Director

April 23, 2018 Deans/Library Director make recommendations in writing to the Provost on continuing and reappointments

May 14, 2018 Provost makes recommendations to the President on continuing and reappointments

August 31, 2018 Personnel Office sends notification of President's decision