

# Universal Personnel Due Dates

*2018/2019 Schedule for Recommendations*

## DSA REQUESTS

### Due no later than:

No submittal process for 2018-19.

## SECOND YEAR TERM REVIEW FALL

### Due no later than:

October 1, 2018	Faculty files due to Dept. Chair/Personnel Committee
October 15, 2018	Faculty file review completed. Faculty files with committee and chair letters (forms 101 and 101A) available to candidates in departmental offices.
October 15, 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
October 22, 2018	Candidate's review is complete and response (if any) is added to the folder in departmental office.
October 29, 2018	Department Chairs and Committees forward recommendation on appropriate forms as well as any responses of faculty member to the Deans/Library Director.
November 12, 2018	Deans/Library Director make recommendations in writing to the Provost on continuing and reappointments.
November 26, 2018	Provost makes recommendations to the President on continuing and reappointments.
December 28, 2018	Personnel Office sends notification of President's decision.

## SECOND YEAR TERM REVIEW SPRING

### Due no later than:

February 18, 2019	Faculty files due to Dept. Chair/Personnel Committee
	<b>Spring Break 3/12-18</b>
March 18, 2019	Faculty file review completed. Faculty files with committee and chair letters (forms 101 and 101A) available to candidates in departmental offices.
March 18, 2019	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 25, 2019	Candidate's review is complete and response (if any) is added to the folder in departmental office.
April 1, 2019	Department Chairs and Committees forward recommendation on appropriate forms as well as any responses of faculty member to the Deans/Library Director
April 22, 2019	Deans/Library Director make recommendations in writing to the Provost on continuing and reappointments
May 13, 2019	Provost makes recommendations to the President on continuing and reappointments
August 30, 2019	Personnel Office sends notification of President's decision

## SABBATICAL LEAVE PROPOSALS

### Due no later than:

November 14, 2018	Faculty proposals due to Dept. Chair
November 30, 2018	Dept. Chair recommendations to deans

December 14, 2018 Deans/Library Director recommendations to Provost

January 30, 2019 Provost sends notification on sabbaticals.

## **FIRST YEAR TERM REVIEW**

### **Due no later than:**

January 21, 2019 Faculty files due to Dept. Chair/Personnel Committee

February 4, 2019 Faculty file review completed. Faculty files with committee and chair letters (forms 101 and 101A) available to candidates in departmental offices.

February 4, 2019 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 11, 2019 Candidate's review is complete and response (if any) is added to the folder in departmental office.

February 18, 2019 Department Chairs and Committees forward recommendation on appropriate forms as well as any responses of faculty member to the Deans/Library Director.

March 4, 2019 Deans/Library Director make recommendations in writing to the Provost on continuing and reappointments

March 15, 2019 Provost makes recommendations to the President on continuing and reappointments

March 29, 2019 Personnel Office sends notification of President's decision (No later than 3/31 for non-renewals.)

## PROMOTION REQUEST

### Due no later than:

January 28, 2019	Faculty files due to Dept. Chair/ Personnel Committee
February 11, 2019	Faculty file review completed. Faculty files with committee and chair letters (forms 4 and 4A) available to candidates in departmental offices.
February 11, 2019	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 18, 2019	Candidate's review is complete and response (if any) is added to the folder in departmental office.
February 25, 2019	Departmental committee and chair recommendations to peer review committee  <b>Spring Break 3/18-22</b>
March 25, 2019	Peer review committee recommendations to Deans/Library Director
April 8, 2019	Deans/Library Director recommendations to Provost
April 29, 2019	Provost's recommendations to President
May 20, 2019	Announcement of decisions on promotions
May 27, 2019	College Panel shall be informed of the final decisions

## TWO OR MORE YEARS TERM REVIEW

### Due no later than:

February 18, 2019	Faculty files due to Dept. Chair/Personnel Committee  <b>Spring Break 3/12-18</b>
March 18, 2019	Faculty file review completed. Faculty files with committee and chair letters (forms 101 and 101A) available to candidates in departmental offices.
March 18, 2019	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 25, 2019	Candidate's review is complete and response (if any) is added to the folder in departmental office.
April 1, 2019	Department Chairs and Committees forward recommendation on appropriate forms as well as any responses of faculty member to the Deans/Library Director
April 22, 2019	Deans/Library Director make recommendations in writing to the Provost on continuing and reappointments
May 13, 2019	Provost makes recommendations to the President on continuing and reappointments
August 30, 2019	Personnel Office sends notification of President's decision