CALENDAR FOR FULL EVALUATIONS FOR REAPPOINTMENT OR TENURE

**2022-2023**

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| **October 17, 2022**  **(Oct 15 is a Sat)** | Faculty member submits their materials electronically to the Faculty Submission Folder no later than 11:59 pm on this date. |
| **November 4, 2022** | Personnel Committee will email their evaluation to the facultymemberand then upload to the Evaluation Review Folder. Personnel Committee sends an email the DH/SD and AHR that their evaluation is completed. Comments due back in ten (10) working days. Election day (11/8) is not counted |
| **November 21, 2022** | Following the ten (10) working days, the DH/SD can begin the review process. Election day (11/8) is not counted |
| **December 2, 2022** | DH/SD will email their evaluation to the faculty member and then upload the evaluation and the Recommendation Summary, with PC and DH/SD signatures, to the Evaluation Review Folder. Comments due back in ten (10) working days. |
| **December 19, 2022** | DH/SD emails the dean and AHR that their evaluation is completed. Following the ten (10) working days, the dean can begin the review process. |
| **January 11, 2023 - January 26, 2023** | Dean will email their evaluation to the faculty member and then upload the evaluation and the Recommendation Summary, with all signatures, to the Evaluation Review Folder. Comments due back in ten (10) working days. Dean emails AHR that their evaluation is completed. |
| **February 10, 2023** | Following the ten (10) working days, the Provost can begin the review process. |
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| **March 15, 2023** | Faculty membernotified of Provost’srecommendation. |

**NOTE: Faculty members who are hired with two years service rank credit should follow the dates provided for the Promotion calendar, when submitting their materials for full evaluation for reappointment.**

**These materials are prepared for academic administrators as a guide to ensure that evaluations are completed on a timely basis so that the University can meet its contractual obligations. Only those dates that are underlined are contractually mandated. If at any time you foresee assigning ratings that will result in a negative recommendation regarding reappointment or tenure, please notify the Assistant Vice President for Academic Affairs.**