

**CALENDAR FOR FULL EVALUATIONS FOR REAPPOINTMENT OR TENURE  
2023-2024**

**October 18, 2023**  
**(Oct 15 is a Sat and Oct**  
**16 and 17 is fall break)**

Faculty member submits their materials electronically to the Faculty Submission Folder no later than 11:59 pm on this date.

**November 6, 2023**

Personnel Committee Chair will email the PC's evaluation to the faculty member and then upload their evaluation and the signed FULL EVALUATION AND TENURE RECOMMENDATION SUMMARY FORM into the Evaluation Review Folder. The PC Chair will email the DH/SD and AHR that their evaluation and the form have been uploaded. The faculty member has 10 working days to upload a response into the Faculty Submission Folder, if desired. ELECTION DAYS 11/7 IS NOT COUNTED AS A WORKING DAY.

**November 21, 2023**

Following the 10 working days, the DH/SD can begin the review process.

**December 1, 2023**

DH/SD will email their evaluation to the faculty member and then upload their evaluation and the updated signed FULL EVALUATION AND TENURE RECOMMENDATION SUMMARY FORM into the Evaluation Review Folder. The DH/SD will email the Dean and AHR that their evaluation and the form have been uploaded. The faculty member has 10 working days to upload a response into the Faculty Submission Folder, if desired.

**December 19, 2023**

Following the 10 working days, the Dean can begin their review process.

**January 11, 2024 -  
January 26, 2024**

Dean will email their evaluation to the faculty members and then upload their evaluation and the updated signed FULL EVALUATION AND TENURE RECOMMENDATION SUMMARY FORM into the Evaluation Review Folder. The Dean will email AHR that their evaluation and the form have been uploaded. The faculty member has 10 working days to upload a response into the Faculty Submission Folder, if desired.

**February 12, 2024**

Following the 10 working days, the Provost can begin the review process.

**March 15, 2024**

Faculty member notified of Provost's recommendation.

**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.