CALENDAR FOR PROMOTION EVALUATIONS

**2015-2016**

**(For faculty hired before 9/1/15)**

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| **October 15, 2015** | **Faculty member** notifies **department head** of intent to apply for promotion. **Department head** sends list to the dean and the Assistant Vice President for Academic Human Resources. Those applying for tenure may indicate a joint application for both at the same time (see Tenure Application Form). |
| **February 1, 2016** | **Faculty member** submits application and supporting materials to **department head** (who conveys materials to personnel committee). |
| **February 5, 2016** | **Department head** sends **dean** a list of all faculty in the department who filed applications for promotion. |
| **February 12, 2016** | **Dean** sends composite list of faculty in college who filed applications for promotion to the **Assistant Vice President for Academic Human Resources.** |
| **February 17, 2016** | **Department personnel committee** evaluation returned to **faculty member** for comment. Comments due back in ten (10) working days. |
| **March 9, 2016** | Recommendations and materials forwarded from **department personnel committee** to **department head.** |
| **March 16, 2016** | **Department head** evaluation returned to **faculty member** for comment. Comments due back in ten (10) working days. |
| **March 31, 2016** | Recommendations and materials forwarded from **department head** to **dean.** |
| **March 31, 2016 –**  **April 11, 2016** | **Dean’s** recommendation sent back to the **initiating department/applicant.** Comments due back in ten (10) working days. |
| **April 25, 2016** | Recommendations and materials forwarded from **dean** to the **Assistant Vice President for Academic Human Resources.** |
| **May 31, 2016** | **Faculty member** notified of **Provost’s** recommendations. |

**NOTE: These dates also apply for faculty hired with two years service rank credit who are undergoing their initial review 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 promotion, please notify the Assistant Vice President for Academic Human Resources.