CALENDAR FOR FULL EVALUATIONS FOR REAPPOINTMENT OR TENURE

**2015-2016**

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

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| **October 15, 2015** | **Faculty member** submits application and supportive materials to department head (who conveys materials to **personnel committee member).** |
| **November 6, 2015** | **Department personnel committee** evaluation returned to **faculty member** for comment. Comments due back in ten (10) working days. |
| **November 20, 2015** | Recommendations and materials forwarded from **department personnel committee** to **department head.** |
| **December 3, 2015** | **Department head** evaluation returned to **faculty member** for comment. Comments due back in ten (10) working days. |
| **December 18, 2015** | Recommendations and materials forwarded by **department head** to **dean.** |
| **January 8, 2016 - January 15, 2016** | **Dean’s** recommendations sent back to the initiating department/ applicant. Faculty/departments have ten (10) working days to return response.  |
| **February 1, 2016** | Recommendations/evaluation materials forwarded from **dean** to the **Assistant Vice President for Academic Human Resources.** |
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| **March 15, 2016**  | **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 Human Resources immediately.**