

**CALENDAR FOR FULL EVALUATIONS FOR REAPPOINTMENT OR TENURE
2017-2018
(For faculty hired before 9/1/15)**

<u>October 15, 2017 (Oct 16)</u>	Faculty member submits application and supportive materials to department head (who conveys materials to personnel committee member).
November 7, 2017	Department personnel committee evaluation returned to faculty member for comment. Comments due back in ten (10) working days.
November 21, 2017	Recommendations and materials forwarded from department personnel committee to department head .
December 1, 2017	Department head evaluation returned to faculty member for comment. Comments due back in ten (10) working days.
December 19, 2017	Recommendations and materials forwarded by department head to dean .
January 9, 2018 - January 17, 2018	Dean's recommendations sent back to the initiating department/applicant. Faculty/departments have ten (10) working days to return response.
February 2, 2018	Recommendations/evaluation materials forwarded from dean to the Assistant Vice President for Academic Affairs .
<u>March 15, 2018</u>	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.