

CALENDAR FOR PROMOTION EVALUATIONS
2017-2018
(For faculty hired 9/1/15 and after)

<u>October 15, 2017 (Oct 16)</u>	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 Affairs. Those applying for tenure may indicate a joint application for both at the same time (see Tenure Application Form).
<u>February 1, 2018</u>	Faculty member submits application and supporting materials to department head (who conveys materials to personnel committee).
February 6, 2017	Department head sends dean a list of all faculty in the department who filed applications for promotion.
February 13, 2018	Dean sends composite list of faculty in college who filed applications for promotion to the Assistant Vice President for Academic Affairs .
February 16, 2018	Department personnel committee evaluation returned to faculty member for comment. Comments due back in ten (10) working days.
March 9, 2018	Recommendations and materials forwarded from department personnel committee to department head .
March 16, 2018	Department head evaluation returned to faculty member for comment. Comments due back in ten (10) working days.
April 2, 2018	Recommendations and materials forwarded from department head to dean .
March 29, 2018 – April 13, 2018	Dean's recommendation sent back to the initiating department/applicant . Comments due back in ten (10) working days.
April 25, 2018	Recommendations and materials forwarded from dean to the Assistant Vice President for Academic Affairs .
<u>May 31, 2018</u>	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 Affairs.