CALENDAR FOR FULL EVALUATIONS FOR REAPPOINTMENT OR TENURE

**2018-2019**

|  |  |
| --- | --- |
| **October 15, 2018** | Faculty member submits application and supportive materials to department head (who conveys materials to personnel committeemember). |
| **November 6, 2018** | Department personnel committeeevaluation returned to facultymemberfor comment. Comments due back in ten (10) working days. |
| **November 20, 2018** | Recommendations and materials forwarded from department personnel committeeto department head. |
| **December 3, 2018** | Department headevaluation returned to faculty memberfor comment. Comments due back in ten (10) working days. |
| **December 18, 2018** | Recommendations and materials forwarded by department headto dean. |
| **January 9, 2019 - January 17, 2019** | Dean’srecommendations sent back to the initiating department/ applicant. Faculty/departments have ten (10) working days to return response. |
| **February 4, 2019** | Recommendations/evaluation materials forwarded from deanto the Assistant Vice President for Academic Affairs. **Materials to** **be forwarded:**  Completed Application for Full Evaluation for Reappointment or Tenure from the faculty member.  Completed Full Evaluation & Tenure Recommendation Summary.  Narratives from faculty member, PC, department head and dean.  Any faculty responses to narratives that are submitted. |
|  |  |
| **March 15, 2019** | Faculty membernotified of Provost’srecommendation. |

**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.**