

**CALENDAR FOR FULL EVALUATIONS FOR REAPPOINTMENT OR TENURE
2023-2024**

October 18, 2023
(Oct 15 is a Sat and Oct 16 and 17 is fall break)

Faculty member submits their materials electronically to the Faculty Submission Folder no later than 11:59 pm on this date.

November 6, 2023

Personnel Committee Chair will email the PC's evaluation to the faculty member and then upload their evaluation and the signed FULL EVALUATION AND TENURE RECOMMENDATION SUMMARY FORM into the Evaluation Review Folder. The PC Chair will email the DH/SD and AHR that their evaluation and the form have been uploaded. The faculty member has 10 working days to upload a response into the Faculty Submission Folder, if desired.

November 20, 2023

Following the 10 working days, the DH/SD can begin the review process.

December 1, 2023

DH/SD will email their evaluation to the faculty member and then upload their evaluation and the updated signed FULL EVALUATION AND TENURE RECOMMENDATION SUMMARY FORM into the Evaluation Review Folder. The DH/SD will email the Dean and AHR that their evaluation and the form have been uploaded. The faculty member has 10 working days to upload a response into the Faculty Submission Folder, if desired.

December 19, 2023

Following the 10 working days, the Dean can begin their review process.

**January 11, 2024 -
January 26, 2024**

Dean will email their evaluation to the faculty members and then upload their evaluation and the updated signed FULL EVALUATION AND TENURE RECOMMENDATION SUMMARY FORM into the Evaluation Review Folder. The Dean will email AHR that their evaluation and the form have been uploaded. The faculty member has 10 working days to upload a response into the Faculty Submission Folder, if desired.

February 12, 2024

Following the 10 working days, the Provost can begin the review process.

March 15, 2024

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.