

## 2009-10 FACULTY EVALUATION CALENDAR

- April** Provost provides to Academic Deans, Dean of Libraries, and Department Chairs a list of faculty members in the respective departments who are in the penultimate year for tenure consideration.
- April** **Meeting with potential candidates, panel and/or department chairs, and deans.**
- August 15\*** Chairs confirm tenure list to appropriate Dean and Provost. Chairs confirm list of faculty to be considered for promotion, third-year evaluation, and any special evaluation to Dean and Provost.
- August** Panel chairs initiate formation of department evaluation panel(s); panel chairs solicit recent graduate evaluations, external reviews of research (if used by departments) and extra-departmental colleague letters.
- September 15** Candidates submit completed packets to department or panel chair.
- October 1** Evaluation Panel Chairs assure that all evaluation data have been collected and begin convening evaluation panels.
- October** Department evaluation panels complete deliberations *on tenure and promotion cases*. Additional documentation may not be added to the candidate's packet after the department evaluation panel concludes its deliberations, and in no case may any information be added after November 1.
- November 1\*** Evaluation Panel Chairs present results of their panel deliberations *for tenure and promotion candidates* and all materials/packets used to the appropriate Dean.
- December 1\*** Appropriate Dean forwards Evaluation Panel materials for *tenure and promotion cases* and candidate packets to a designated room for review by the Advisory Committee on Tenure and Promotion and the Provost. The appropriate Dean provides his/her recommendation on Tenure and Promotion candidates to the Provost.
- Nov.-Jan. 15** Department evaluation panels complete deliberations *on third year review cases*.
- Jan. 15\*** Evaluation Panel Chairs present results of their panel deliberations *for third year review cases* and all materials/packets used to the appropriate Dean.
- Jan 15-31** Deans interview each third year candidate and confer with each Panel Chair individually concerning third-year evaluations.
- Feb 1\*** Deans provide their recommendations on *third-year review* to the Provost.
- Dec.-Feb.** The Advisory Committee on Tenure and Promotion and the Provost review all *tenure and promotion recommendations* from evaluation panels. When requested or when stipulated by FAM, the Advisory Committee will also review third year review cases.
- Feb 25** The Faculty Advisory Committee on Tenure and Promotion makes its tenure and promotion recommendations and Third-Year evaluation recommendations to the President and notifies each candidate in writing of the recommendation.
- March 1** The Provost makes tenure and promotion recommendations and Third-Year evaluation recommendations to the President and notifies each candidate in writing of the recommendation. All pertinent evaluation materials are sent to the President.
- March 15\* or within two weeks of receipt of the recommendation** President informs each candidate of the final presidential decision.

**\* Dates marked with an asterisk are required deadlines as delineated in the Faculty/Administration Manual, or first business day thereafter.**