

APPENDIX A – TIMELINE

A.1. Weekend Dates

A.1.1. If any of the dates below fall on a weekend, the due date will be extended to the following Monday.

A.2. Academic Year Prior to Review

January 8: Human Resources provides to Department Chairs rosters of faculty members that must be reviewed for Continuing Appointment in upcoming review cycle.

January 15: Department Chairs notify (in writing) faculty members who must be reviewed for Continuing Appointment in the upcoming review cycle of same, and notify (in writing) all departmental faculty members of the deadline to apply for review for promotion and/or Continuing Appointment in the upcoming review cycle.

January 22: Faculty member requests to be considered for promotion and/or Continuing Appointment in the upcoming review cycle due to the Department Chair. Candidate provides names for potential reviewers for peer-review of teaching to DRC.

January 31: Departmental rosters of candidates to be reviewed for promotion and/or Continuing Appointment in the upcoming review cycle due to Provost (from Department Chairs).

A.3. Academic Year of Review

September 30: Candidates' dossiers due to Department Review Committee for review; a list of prospective external reviewers (minimum of five) must be included in the dossier.

October 7: DRC solicit letters from external, and if appropriate internal, peer evaluators for candidates for promotion and/or Continuing Appointment.

December 15: External letters and peer evaluations of teaching due to DRC (see Appendix C). DRC begins review of candidate Evaluative Files.

January 17: DRC meets with department faculty to discuss the candidate's case for promotion and/or Continuing Appointment.

January 22: Evaluations by department faculty due to the DRC.

January 31: DRC recommendations and other Evaluative File materials due to Department Chairs.

February 7: Department Chairs' recommendations and other Evaluative File materials due to CRC. Candidates receive a copy of the Department Chair's recommendation.

March 1: CRC's recommendation and Evaluative File materials due to the Provost.

March 22: Provost's recommendations and other Evaluative File materials due to the President. Candidates receive a copy of the Provost's recommendation. Candidates are invited to review evaluative file and comment prior to Presidential review.

April 1: Presidential review begins.