

2011-12
OFFICE OF FACULTY AFFAIRS
College of Arts and Sciences
CALENDAR OF DEADLINES

July 7, 2011

PTL contracts due for Fall 2011

August 1 (week of), 2011

Promotion and tenure binders forwarded to departments to begin review process

August 12, 2011

Instructor Justification Forms due for Fall 2011

September 2, 2011

Requests due for optional extramural review for annual reviews

Five-Year Chair Review notification

September 9, 2011

Sabbatical Leave Requests due for AY 2012-13

September 30, 2011

All promotion and tenure cases due to the A&S Personnel Committee (deadline may be extended if extramural reviews are late)

October 3, 2011

Calendar year reviewees submit list of 10-12 extramural reviewers and list of materials for mandatory and accelerated tenure review as Word attachments. Four copies of extramural review materials and signed verification of extramural reviews form are also due. (For faculty hired in the month of January and who are subject to mandatory tenure and promotion, reviews are conducted during the calendar year.)

October 3 (week of), 2011

Pretenure binders delivered to department to begin review process

October 7, 2011

Sabbatical Leave Reports due for AY 2010-11 and Spring 11

October 15, 2011

SABBATICAL REQUESTS DUE TO UNIVERSITY PROVOST

November 4, 2011

Reviewees' requests for optional extramural review due for pretenure and periodic career review

November 11, 2011

PTL contracts due for Spring 2012

November 25, 2011

All promotion and tenure cases due to Dean, completed with department and A&S Committee recommendations and rebuttals

January 2, 2012

Instructor Justification Forms due for Spring 2012

January 15, 2012

DEADLINE FOR A&S PROMOTION AND TENURE CASES TO UNIVERSITY PROVOST

January 20, 2012

Sabbatical Leave Reports due for Fall 2011

February 3, 2012

For those faculty subject to promotion and tenure during the calendar year, the 2012 promotion and tenure binder for this review will be forwarded to the department chair

Five-year chair reviews due

Periodic Career and Pretenure reviews due to A&S Personnel Committee

February 17, 2012

Annual Work Plans (AWP) due for 2012-13

March 2, 2012

Submit request for reappointment of term faculty for 2012-13 with rationale and funding source

PTL reviews due (please submit in separate file or binder to Delores Pierce)

Annual merit reviews due

March 23, 2012

Notification to departments of normal personnel reviews for 2012-13

March 23, 2012

For those faculty subject to promotion and tenure during the calendar year, completed tenure review file is due to the Dean's Office for A&S Personnel Committee review.

April 6, 2012

PTL contracts due for Summer 2012

April 9, 2012

Return signed 2012-13 Notification of Personnel Actions form indicating mandatory, accelerated, and optional promotion action.

April 15, 2012

A&S Personnel Committee pretenure review recommendations due to Dean

April 23, 2012

Mandatory and accelerated promotion and tenure reviewees submit list of 10-12 extramural reviewers and list of materials as Word attachments. Four copies of extramural review materials and signed verification of extramural reviews form are also due.

May 21, 2012

Those requesting promotion to professor submit list of 10-12 extramural reviewers and list of materials to be reviewed as Word attachments. Four copies of extramural review materials and signed verification of extramural reviews form are also due.

May 30, 2012

For those faculty subject to promotion and tenure during the calendar year. A&S Personnel Committee's recommendations due to the Dean.

September 1, 2012

DEADLINE FOR CALENDAR YEAR PROMOTION AND TENURE BINDERS TO PROVOST