

Faculty Evaluation Calendar, 2020-2021

A. Schedule for Promotion and Tenure Review

Note: The Office of the Provost will send a list of faculty members who must undergo promotion and tenure review in the summer before the review occurs. Faculty members who wish to be considered for promotion and tenure before the year indicated in the letter of appointment must obtain written approval before submitting their dossier for review.

DATE	EVENT
September 2	Promotion and Tenure Workshop – Faculty/Department Heads, 9:30 – 11:00, Virtual Event, Register Here
September 10	Promotion and Tenure Workshop – Faculty/Department Heads, 2:00 – 3:30, Virtual Event, Register Here
September 11	All Promotion and Tenure review committees established
September 16	Promotion and Tenure Workshop – Faculty/Department Heads, 1:30 – 3:00, Virtual Event, Register Here
October 16	Latest deadline for submission of Tenure Dossier and supporting materials to Department/Unit Head (some departments may set an earlier deadline)
January 8	Deadline for submission of Departmental recommendations to the College
February 5	Deadline for submission of College Committee recommendations to the Dean
March 5	Deadline for Dean's recommendations to the Office of the Provost
April 12	Promotion and Tenure Workshop – Faculty/Department Heads, 1:00-2:30, Virtual Event, Register Here
April 20	Promotion and Tenure Workshop – Faculty/Department Heads, 9:00-10:30, Virtual Event, Register Here
Late June	Board of Trustees action on 2021 tenure and promotion recommendations

B. Schedule for Retention and Annual Reviews of Tenure-Track Faculty including Enhanced Tenure-Track review.

Note: All *tenured* faculty members who are not on leave must be evaluated each academic year. All *probationary* faculty members beyond their first year will have a combined retention review and annual evaluation each fall. In exceptional circumstances, a probationary faculty member may be evaluated during the first academic year at the discretion of the department head. Probationary faculty are required to have an enhanced tenure-track review in their third or fourth year.

DATE	Event
November 2	Generally, faculty members should submit their materials for annual evaluation and retention four weeks prior to the departmental due date for recommendations to the college. Please check with your department head to confirm this timing.
December 1	Deadline for Departmental recommendations on annual evaluations and retentions to the College.
January 4	Deadline for College recommendations on annual evaluations and retentions to the Office of the Provost
January 30	Deadline for Provost recommendations on annual evaluations and retentions to be finalized in the online review system.

Note: See Faculty Handbook (3.11.4.4) for dates related to notice of non-renewal. Retention reviews for second-year faculty need to be completed at an earlier date so that a fully-executed review is completed by December 15th to stay consistent with the Faculty Handbook.

C. Schedule for Periodic Post-Tenure Performance Review

Note: PPPR has been temporarily suspended for the 2020-2021 year.

D. Schedule for Non-Tenure Track Faculty Promotion Review

Note: All non-tenure track faculty must undergo evaluation each year. The evaluations themselves are to remain in the non-tenure-track faculty member's departmental file. In order to be considered for promotion, a non-tenure-track faculty member must have annual evaluations for every year under review.

DATE	EVENT
October 28	Non-Tenure Track Faculty Promotion Workshop – NTT Faculty/Department Heads, 1:30-3:00, Virtual Event, Register here.
November 3	Non-Tenure Track Faculty Promotion Workshop – NTT Faculty/Department Heads, 9:30-11:00, Virtual Event, Register here.
November 12	Non-Tenure Track Faculty Promotion Workshop – NTT Faculty/Department Heads, 2:00-3:30, Virtual Event, Register here.
January 29	Eligible Non-Tenure Track Faculty Submit dossiers to their units.

February 25	Units submit recommendations to the College
April 1	College NTT Faculty Promotion Committee reviews candidate dossiers and submits recommendations to Dean of the College
April 16	Non-Tenure Track Faculty Promotion Workshop – NTT Faculty/Department Heads, 1:00-2:30, Virtual Event, Register here.
May 3	Dean makes recommendation to the Provost.
June 30	Provost notifies candidates of outcome of the process

E. Schedule for Annual Evaluations of Non-Tenure-Track Faculty

Note: All regular, full-time, non-tenure track faculty members, beyond their first year of employment, must be evaluated via the online review system.

DATE	Event
January 29	Generally, non-tenure track faculty members should submit their materials for annual evaluation four weeks prior to the departmental due date for recommendations to the college. Please check with your department head to confirm this timing.
February 25	Deadline for Departmental recommendations on non-tenure track annual evaluations to the College.
March 11	Deadline for College recommendations on non-tenure track annual evaluations to the Office of the Provost
April 1	Deadline for Provost recommendations on non-tenure track annual evaluations to be finalized in the online review system.