

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, additional details forthcoming |
| April 20 | Promotion and Tenure Workshop – Faculty/Department Heads, 9:00-10:30, Virtual Event, additional details forthcoming |
| 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. |

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| 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 |
| 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. |