

## CONTINUATION/TENURE REVIEW ACTIVITY SCHEDULE FIRST YEAR THROUGH THIRD YEAR PROBATIONARY SERVICE SPRING 2023

Office of the Provost  
(This schedule is subject to change or modification as necessary)

DEADLINE	ACTION
Before the end of Fall semester and no later than (NLT) December 2	Department Chair should notify tenure-track faculty members who are in their first, second or third year of probationary tenure-track status to begin preparing their E-Portfolio.
NLT January 20	First, second, and third year probationary faculty members submit completed E-Portfolio to Blackboard course.
NLT January 23	Blackboard course opens for Department Continuation Committee review.
NLT February 6	Chair of Departmental Continuation Committee posts recommendations to the Blackboard course and provides copy of recommendation to faculty member directly.
NLT February 7	Blackboard course opens for Department Chair review.
NLT February 21	Department Chair posts recommendations to Blackboard course and provides copy of recommendation to faculty member directly.
NLT February 22	Blackboard course opens for College Continuation Committee review.
NLT March 10	Chair of College Continuation Committee posts recommendations to the Blackboard course and provides copy of recommendation to faculty member outside of Blackboard.
NLT March 13	Blackboard course opens for College Dean reviews
NLT March 27	College Dean decides for or against continuation and post the decision in Blackboard course. College Dean notifies the faculty member and the Provost of the decision.
NLT March 28	Continuation Review Documents are moved to the Provost Office Blackboard course.
NLT April 24	Faculty who wish to appeal continuation decision must submit letter of appeal to Provost.
NLT April 25	Provost forwards appealed continuation E-Portfolios and recommendations to Faculty Appeals Advisory Committee, if applicable.
NLT May 5	Faculty Appeals Advisory Committee forwards appealed continuation E-Portfolios and recommendations to the Provost, if applicable.
NLT May 8	Faculty Appeals Hearing Committee and appealed probationary faculty member are notified of appeal hearing, if applicable. <i>*Formal hearings, if recommended, will be held in Fall 2023.</i>