

# CONTINUATION/TENURE REVIEW SCHEDULE

## 2015-2016

Office of the Provost

*If a department and/or college does not publish and provide to all faculty a schedule of events with deadlines for tenure at the initial meeting of the academic year, then the schedule for continuation/tenure review as published below by the Office of the Provost and Vice President for Academic Affairs shall become the schedule for faculty who are applying for tenure during the academic year. Faculty who do not attend the initial meeting of the academic year may obtain a copy of the schedule from their department chair or dean.*

<b>SCHEDULE FOR FACULTY IN THEIR SECOND YEAR PROBATIONARY SERVICE AT THIS INSTITUTION</b>	
After the end of summer sessions and no later than (NLT) September 25	Second year probationary faculty member submits the evaluation packet to his/her immediate administrative supervisor, normally the department chair.
NLT October 2	Department chair calls a department tenure committee meeting of all tenured faculty in the department to review second year probationary faculty. Department chair ensures that committee members have access to the candidate's evaluation packet, and to Section B5 of the Faculty Handbook.
NLT October 9	Department committee submits its recommendations to the department chair.
NLT October 16	Department chair submits his/her recommendations and recommendations of the department committee to the college dean who without delay forwards them to the college tenure committee.
NLT October 30	College tenure committee completes the evaluation of second year probationary faculty and submits its recommendation to the college dean.
NLT November 13	College dean decides for or against continuation and notifies the faculty member and the Provost of the decision.

<b>SCHEDULE FOR FACULTY IN THEIR FIRST YEAR PROBATIONARY SERVICE AT THIS INSTITUTION</b>	
After the end of Fall Semester and no later than (NLT) January 15	First year probationary faculty member submits the evaluation packet to his/her immediate administrative supervisor, normally the department chair.
NLT January 22	Department chair calls a department tenure committee meeting of all tenured faculty in the department to review first year probationary faculty. Department chair ensures that committee members have access to the candidate's evaluation packet, and to Section B5 of the Faculty Handbook.
NLT January 29	Department committee submits its recommendations to the department chair.
NLT February 5	Department chair submits his/her recommendations and recommendations of the department committee to the college dean who without delay forwards them to the college tenure committee.
NLT February 19	College tenure committee completes the evaluation of first year probationary faculty member and submits its recommendation to the college dean.
NLT March 4	College dean decides for or against continuation and notifies the faculty member and the Provost of the decision.

**SCHEDULE FOR FACULTY IN THEIR THIRD THROUGH FIFTH YEAR PROBATIONARY SERVICE AT THIS INSTITUTION**

*Reminder – System Policy states, “In lieu of the annual performance review in the fourth year, all tenure track faculty shall receive a comprehensive review...”*

After Fall Semester and no later than (NLT) February 26	Third through fifth year probationary faculty member submits the evaluation packet to his/her immediate administrative supervisor, normally the department chair.
NLT March 4	Department chair calls a department tenure committee meeting of all tenured faculty in the department to review third through fifth year probationary faculty. Department chair ensures that committee members have access to the candidate’s evaluation packet, and to Section B5 of the Faculty Handbook.
NLT March 11	Department committee submits its recommendations to the department chair.
NLT March 25	Department chair submits his/her recommendations and recommendations of the department committee to the college dean who without delay forwards them to the college tenure committee.
NLT April 8	College tenure committee completes the evaluation of third through fifth year probationary faculty member and submits its recommendation to the college dean.
NLT April 22	College dean decides for or against continuation and notifies the faculty member and the Provost of the decision.