

CONTINUATION/TENURE REVIEW SCHEDULE

2012-2013

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.

SCHEDULE FOR FACULTY IN THEIR SECOND YEAR PROBATIONARY SERVICE AT THIS INSTITUTION	
October 1	Second year probationary faculty submit the "Annual Report by Faculty" to their immediate administrative supervisor, i.e., department chair, library director, or college dean.
October 2-19	Department chair calls a meeting of all tenured faculty in the department to review second year probationary faculty.
October 24	Department committee submits its recommendations to the department chair, library director, or college dean.
October 29	Department chair, library director, or college dean submits recommendations to the college level committees and/or the college dean.
October 30- November 9	College level committees and/or the college dean complete the evaluation of second year probationary faculty.
November 14	College level committee submits recommendations to the dean.
November 28	College dean submits recommendations for continuation or non-reappointment of second year probationary faculty to the provost.

SCHEDULE FOR FACULTY IN THEIR FIRST YEAR PROBATIONARY SERVICE AT THIS INSTITUTION	
December 17- January 11	First year probationary faculty submit the “Annual Report by Faculty” to their immediate administrative supervisor, i.e., department chair, library director, or college dean.
January 14-18	Department chair calls a meeting of all tenured faculty in the department to review first year probationary faculty.
January 22	Department committee submits its recommendations to the department chair, library director, or college dean.
January 25	Department chair, library director, or college dean submits recommendations to the college level committees and/or the college dean.
January 25- February 8	College level committees and/or the college dean complete the evaluation of first year probationary faculty.
February 11	College level committee submits recommendations to the dean.
February 18	College dean submits recommendations for continuation or non-reappointment of first year probationary faculty to the provost.

SCHEDULE FOR FACULTY IN THEIR THIRD THROUGH FIFTH YEAR PROBATIONARY SERVICE AT THIS INSTITUTION	
<i>Reminder – System Policy states, “In lieu of the annual performance review in the fourth year, all tenure track faculty shall receive a comprehensive review...”</i>	
March 4	Third through fifth year probationary faculty submit the “Annual Report by Faculty” to their immediate administrative supervisor, i.e., department chair, library director, or college dean.
March 5-March 22	Department chair calls a meeting of all tenured faculty in the department to review third through fifth year probationary faculty.
March 26	Department committee submits its recommendations to the department chair, library director, or college dean.
March 28	Department chair, library director, or college dean submits recommendations to the college level committees and/or the college dean.
April 1-12	College level committees and/or the college dean complete the evaluation of third through fifth year probationary faculty.
April 17	College level committee submits recommendations to the dean.
April 29	College dean submits recommendations for continuation or non-reappointment of third through fifth year probationary faculty to the provost.