

**2021-2022**  
**PERSONNEL ACTION CALENDAR SUMMARY**

**TENURE REVIEW PROCESS (Pac-27)**

By September 10, 2021	Tenure candidates submits to their Department Chair/Associate Dean the required tenure portfolio and supporting documents.
By September 24, 2021	The Department Tenure Committee reviews the portfolios, submits a written evaluation of the strengths and evaluated weakness of the portfolio along with a vote that affirms or denies their support of the portfolio to the candidate, and forwards the portfolio to the Department Chair/Associate Dean.
By October 1, 2021	Candidates may submit any letter of response to the evaluation to the Department Chair/Associate Dean.
By October 8, 2021	The Department Chair/Associate Dean evaluates the portfolios, adds his/her written evaluation to the portfolio, delivers a copy of the evaluation to the candidate, and forwards the portfolio to the College Tenure Committee.
By October 15, 2021	Candidates may submit any letter of response to the evaluation to the College Tenure Committee.
By October 22, 2021	The College Tenure Committee evaluates the portfolios, delivers a copy of the written evaluation to the candidate, and forwards their recommendation to the College Dean.
By October 29, 2021	Candidates may submit any letter of response to the evaluation to the College Dean.
By November 5, 2021	The College Dean evaluates the portfolios, delivers a copy of the written evaluation to the candidate, and forwards a final recommendation and the tenure portfolios to the Provost who will place them in a secure area for review by the University Tenure Committee.
By November 12, 2021	Candidates may submit any letter of response to the Chair of the University Tenure Committee.
By November 19, 2021	The University Tenure Committee evaluates the portfolios, gives written evaluations along with the vote to the candidates with copies to the Provost.
By December 3, 2021	Candidates may submit any letter of response to the evaluations to the Provost.
By December 10, 2021	The Provost makes recommendations to the President who will make recommendations to the Board of Regents.
At least 2 Weeks Prior to BOR Meeting	The President informs each candidate, in writing, of the decision.
Prior to BOR Meeting	Candidates may request a meeting with the Provost

**SABBATICAL LEAVE OF ABSENCE (Pac-17)**

No later than September 15	The faculty member applying for sabbatical leave for the upcoming fiscal year submits his/her request, on the appropriate form, to the Department Chair/Associate Dean. Applications may be submitted a year in advance. Applications submitted a year in advance will be reviewed a year in advance. If a sabbatical leave is denied, a new application may be filed.
By September 24, 2021	The Department Leave Committee (composed of tenured faculty members) reviews applications and submits recommendations and applications to the Department Chair/Associate Dean.
By October 8, 2021	The Department Chair/Associate Dean reviews application and submits recommendations and applications to the College Dean.
By October 22, 2021	The College Dean reviews application and submits recommendations and applications to the Provost.
By October 29, 2021	The Provost submits applications and recommendations to the Excellence in Teaching Committee.
By November 12, 2021	The Excellence in Teaching Committee Applications reviews applications and submits recommendations to the Provost.
By November 19, 2021	Provost sends committee recommendation to the applicant.
By November 29, 2021	Applicants may submit any letter of response to the evaluations to the Provost.
By December 3, 2021	The Provost submits recommendations to the President. The President will make the final recommendation to the BOR.
Within 1 Week After BOR Meeting	The President informs each applicant, in writing, of the decision.

**PROMOTION REVIEW PROCESS (PAC-2)**

By January 14, 2022	Promotion candidates submit to their Department Chair/Associate Dean required promotion portfolio and supporting documents.
By January 28, 2022	The Department Promotion Committee reviews the portfolios and supporting documents and provides a written evaluation, signed by all committee members, to the candidates. The portfolios and supporting documents are submitted to the Department Chair/Associate Dean.
By February 4, 2022	Candidates may submit any letter of response to the evaluation to the Department Chair/Associate Dean.
By February 18, 2022	The Department Chair/Associate Dean reviews the portfolios and supporting documents, provides a copy of the evaluation to the candidates, and forwards the portfolios to the Dean.
By March 4, 2022	Candidates may submit any letter of response to the evaluation to the Dean.
By March 18, 2022	The College Dean reviews the portfolios, provides a written evaluation to the candidates, and forwards all materials to the University Promotion Committee.
By April 1, 2022	Candidates may submit any letter of response to the evaluation to the University Promotion Committee.
By April 15, 2022	The University Promotion Committee reviews the portfolios and provides a written evaluation to the candidates.
By April 29, 2022	Candidates may submit any letter of response to the Provost. The University Promotion Committee forwards all portfolios, evaluations, and their final recommendation to the Provost.
By May 13, 2022	The Provost reviews all materials, meets with the University Promotion Committee, and makes a recommendation to the President. The President makes the final recommendation to the BOR.
At least 2 Weeks Prior to BOR Meeting	The President will inform each candidate, in writing, of the decision.
Prior to BOR Meeting	Candidates may request a meeting with the Provost.

**EDUCATIONAL LEAVE OF ABSENCE (PAC-28)**

By December 3, 2021	Faculty members applying for educational leave for the upcoming fiscal year submits their request, on the appropriate form, to the Department Chair/Associate Dean.
By January 21, 2022	The Department Leave Committee reviews applications and submits recommendations and applications to the Department Chair/Associate Dean.
By February 4, 2022	The Department Chair/Associate Dean reviews applications and submits recommendations and applications to the College Dean.
By February 18, 2022	The College Dean reviews applications and submits recommendations and applications to the Provost.
By February 25, 2022	The Provost submits applications and recommendations to the Excellence in Teaching Committee.
By March 4, 2022	The Excellence in Teaching Committee reviews applications and submits recommendations to the Provost.
By April 1, 2022	The Provost submits recommendations to the President. The President will make the final recommendation to the BOR.
Within 1 Week After BOR Meeting	The President will inform each candidate, in writing, of the decision.

**EMERITUS STATUS FOR FACULTY (Pac-3)**

By March 11, 2022	The Department Chair/Associate Deans requests tenured faculty members in the retiree' s department to send their recommendations directly to the University Promotion Committee for its consideration and recommendation. Department Chairs/Associate Deans and College Deans will send their recommendations directly to the Provost.
By March 25, 2022	University Promotion Committee sends its recommendations to the Provost.
By April 8, 2022	The Provost submits recommendations to the President. The President will make the final recommendation to the BOR.
Within 1 Week After BOR Meeting	The President will inform each candidate, in writing, of the decision.

**CONTRACT RENEWAL OR NON-RENEWAL (PAC-27)****FACULTY IN THEIR FIRST ACADEMIC YEAR OF SERVICE or  
FACULTY WITH TWO OR MORE ACADEMIC YEARS OF SERVICE**

By January 14, 2022	Faculty submit to their Department Chair/Associate Dean required portfolio and supporting documents.
By January 21, 2022	The Department Tenure Committee reviews the portfolios and supporting documents and submits a recommendation to the Department Chair/Associate Dean.
By January 28, 2022	Candidates may submit any letter of response to the evaluation to the Department Chair/Associate Dean.
By February 4, 2022	The Department Chair/Associate Dean reviews the portfolios and supporting documents and submits a recommendation to the Dean.
By February 11, 2022	Candidates may submit any letter of response to the evaluation to the Dean.
By February 18, 2022	The College Dean reviews the portfolios and supporting documents and submits a recommendation to the Provost.
By February 25, 2022	Candidates may submit any letter of response to the evaluation to the Provost.
By March 4, 2022	The Provost recommends faculty for renewal or non-renewal to the President
By March 11, 2022	The President will inform each candidate, in writing, of the decision.
In June, 2022	BOR reviews and approves Roster and Operating Budget.
Within 2 weeks after BOR Meeting	Letters of continuous appointment are issued.

**CONTRACT RENEWAL OR NON-RENEWAL (PAC-27)****FACULTY IN THEIR SECOND ACADEMIC YEAR OF SERVICE**

By October 1, 2021	Faculty submit to their Department Chair/Associate Dean required portfolio and supporting documents.
By October 15, 2021	The Department Tenure Committee reviews the portfolios and supporting documents and submits a recommendation to the Department Chair/Associate Dean.
By October 22, 2021	Candidates may submit any letter of response to the evaluation to the Department Chair/Associate Dean.
By October 29, 2021	The Department Chair/Associate Dean reviews the portfolios and supporting documents and submits a recommendation to the Dean.
By November 5, 2021	Candidates may submit any letter of response to the evaluation to the Dean.
By November 12, 2021	The College Dean reviews the portfolios and supporting documents and submits a recommendation to the Provost.
By November 19, 2021	Candidates may submit any letter of response to the evaluation to the Provost.
By December 3, 2021	The Provost recommends faculty for renewal or non-renewal to the President.
By December 10, 2021	The President will inform each candidate, in writing, of the decision.
In June, 2022	BOR reviews and approves Roster and Operating Budget.
Within 2 weeks after BOR Meeting	Letters of continuous appointment are issued.

**STANDING COMMITTEES**

By September 10, 2021	All University Standing Committees for new academic year should have held an organizational/informational meeting.
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**FLEXIBLE WORKLOAD/REASSIGNED TIME**

By September 24, 2021	Summer and Spring semester requests for due to the Provost.
By February 25, 2022	Fall semester requests for due to the Provost.



**Personnel Action Calendar (AY22) In Brief**

DUE DATE	TENURE REVIEW (Pac-27)	PROMOTION REVIEW (Pac-2)	ANNUAL REVIEW (Pac-30)	FACULTY CONTRACT RENEWAL OR NON-RENEWAL		SABBATICAL LEAVE (Pac-17)	EDUCATIONAL LEAVE (Pac-28)	FLEXIBLE WORKLOAD/ REASSIGNED TIME	FACULTY EMERITUS (Pac-3)	DISTINGUISHED TEACHER AWARD
				<1 or >2 AY of Service	2nd AY of Service					
Friday, September 10, 2021	TR portfolio due to C/AD									
Wednesday, September 15, 2021						SLR due to C/AD				
Friday, September 24, 2021	DeptTC TR rec to C/AD					DeptLC SLR rec to C/AD		Spring/summer RAT due to Provost		
Friday, October 1, 2021	TR Candidate option to respond (OTR)				RNW portfolio due to C/AD					
Friday, October 8, 2021	C/AD TR rec to CollTC					C/AD SLR rec to Dean				
Friday, October 15, 2021	TR candidate OTR				DeptTC RNW rec to C/AD					
Friday, October 22, 2021	CollTC TR rec to Dean				RNW candidate OTR	Dean SLR rec to Provost				
Friday, October 29, 2021	TR candidate OTR				C/AD RNW rec to Dean	Provost sends SLR to ExTC				
Friday, November 5, 2021	Dean TR rec to UnivTC				RNW candidate OTR					
Friday, November 12, 2021	TR candidate OTR				Dean RNW rec to Provost	ExTC SLR rec to Provost				
Friday, November 19, 2021	UnivTC TR rec to Provost				RNW candidate OTR	Provost sends SLR rec to candidate				Call for DTA nominations
Monday, November 29, 2021						SLR Candidate OTR				
Friday, December 3, 2021	TR candidate OTR				Provost RNW rec to President (rec to BOR)	Provost SLR rec to President (rec to BOR)	ELR due to C/AD			
Friday, December 10, 2021	Provost TR rec to President (rec to BOR)				President informs RNW candidate in writing					
Two weeks before BOR meeting	President informs TR candidate in writing									
Prior to BOR meeting	TR candidate may meet with Provost									
Within one week after BOR meeting						President informs SLR candidate in writing				
Friday, January 14, 2022		PR portfolio due to C/AD			RNW portfolio due to					
Friday, January 21, 2022					DeptTC RNW rec to C/AD		DeptLC ELR rec to C/AD			DTA portfolio due to Provost
Friday, January 28, 2022		DeptPC PR rec to C/AD			RNW candidate OTR					
Monday, January 31, 2022			AR materials due to C/AD							ExTC Observations
Friday, February 4, 2022		PR candidate OTR			C/AD RNW rec to Dean		C/AD ELR rec to Dean			ExTC Observations
Friday, February 11, 2022					RNW candidate OTR					ExTC Observations
Friday, February 18, 2022		C/AD PR rec to Dean			Dean RNW rec to Provost		Dean ELR rec to Provost			ExTC Observations
Friday, February 25, 2022					RNW candidate OTR		Provost sends ELR to ExTC	Fall RAT due to Provost		ExTC Observations
Friday, March 4, 2022		PR candidate OTR			Provost RNW rec to President (rec to BOR)		ExTC ELR rec to Provost			ExTC Observations
Monday, March 7, 2022			AR faculty receive C/AD evaluation with score							ExTC Observations
Friday, March 11, 2022					President informs RNW candidate in writing				DeptTC rec FE to UnivPC; C/AD/ Dean rec to Provost	ExTC Observations
Friday, March 18, 2022		Dean PR rec to UnivPC								ExTC Observations
Monday, March 21, 2022			AR faculty OTR							ExTC Observations
Friday, March 25, 2022									UnivPC FE rec to Provost.	ExTC Observations
Monday, March 28, 2022			C/AD AR evaluation to Dean forwards AR evaluation to Provost							ExTC Observations
Friday, April 1, 2022		PR candidate OTR					Provost ELR rec to President (rec to BOR)			ExTC Observations
Friday, April 8, 2022									Provost FE rec to President (rec to BOR)	ExTC Observations
Friday, April 15, 2022		UnivPC PR rec to candidate								
Friday, April 29, 2022		PR candidate OTR. UnivPC PR rec to Provost								ExTC DTA rec to Provost
Friday, May 13, 2022		Provost PR rec to President (rec to BOR)								
Friday, June 24, 2022										DTA winner notified
Two weeks before BOR meeting		President informs PR candidate in writing								
Prior to BOR meeting		PR candidate may meet with Provost								
Within one week after BOR meeting							President informs ELR candidate in writing		President informs FE faculty in writing	
6/1/2022 (tentative)					BOR approves Roster and Operating Budget.	BOR approves Roster and Operating Budget.				
Within 2 wks after BOR approval					Letters of continuous appointment issued.	Letters of continuous appointment issued.				

Abbreviations:	AR: Annual Review BOR: Board of Regents	C/AD: Chair/Associate Dean CollTC: College Tenure Committee	DeptLC: Department Leave Committee DeptPC: Department Promotion Committee	DeptTC: Department Tenure Committee DTA: Distinguished Teacher Award	ELR: Ed leave request ExTC: Excellence in Teaching Committee	FE: Faculty emeritus OTR: Option to respond in writing	PR: Promotion Review RAT: Release/reassigned time	rec: Recommendation RNW: Renewal	SLR: Sabbatical leave request TR: Tenure Review	UnivPC: University Promotion Committee UnivTC: University Tenure Committee
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