

2018-2019

PERSONNEL ACTION CALENDAR SUMMARY

TENURE REVIEW PROCESS (PAC-27)

- By September 12, 2018 The tenure candidate submits to their department chair/associate dean the required tenure portfolio and supporting documents. The Department Chair will place the portfolio and supporting documents in a secure place for review by the Department Tenure Committee.
- By September 26, 2018 The Department Tenure Committee will have reviewed the portfolios, submitted a written evaluation of the strengths and evaluated weakness of the portfolio along with a vote which affirms or denies their support of the portfolio to the candidate, and forwarded the portfolio to the Department Chair.
- By October 3, 2018 Candidates will have sent any letter of response to the evaluation to the Department Chair.
- By October 12, 2018 The Department Chair will have evaluated the portfolios, added his/her written evaluation to the portfolio, delivered a copy of the evaluation to the candidate, and forwarded the portfolio to the College Tenure Committee.
- By October 19, 2018 Candidates will have sent any letter of response to the evaluation to the College Tenure Committee.
- By October 26, 2018 The College Tenure Committee will have evaluated the portfolios, delivered a copy of the written evaluation to the candidate, and forwarded their recommendation to the College Dean.
- By November 2, 2018 Candidates will have sent any letter of response to the evaluation to the College Dean.
- By November 9, 2018 The College Dean will have evaluated the portfolios, delivered a copy of the written evaluation to the candidate, and forwarded 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 16, 2018 Candidates will have sent any letter of response to the Chair of the University Tenure Committee.
- By December 3, 2018 The University Tenure Committee will have evaluated the portfolios, given written evaluations along with the vote to the candidates with copies to the Provost.
- By December 7, 2018 Candidates will have sent any letter of response to the evaluations to the Provost.
- By December 13, 2018 The Provost will have made recommendations to the President who will make recommendations to the Board of

Regents.

At Least Two Weeks Before The BOR meets The President will have informed 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)

By September 12, 2018	The faculty member applying for sabbatical leave for the upcoming fiscal year submits his/her request, on the appropriate form, to the Department Chair. 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 26, 2018	The applications shall be reviewed by the Department Leave Committee (composed of tenured faculty members) and recommendations and applications submitted to the Department Chair.
By October 12, 2018	The applications shall be reviewed by the Department Chair and recommendations and applications shall be submitted to the College Dean.
By October 24, 2018	The applications shall be reviewed by the College Dean and recommendations and applications shall be submitted to the Provost. The Provost shall submit applications and recommendations to the Professional Development Committee.
By November 7, 2018	The applications shall be reviewed by the Professional Development Committee and recommendations given to the Provost.
By November 14, 2018	The Provost will send the recommendations to the applicants.
By November 20, 2018	The candidate may respond to any negative recommendations to the Provost.
By December 7, 2018	The Provost will make recommendations to the President. The President will make the final recommendation to the Board of Regents.
Within One Week After the BOR's Decision	The President will inform each applicant, in writing, of the Board's decision.

PROMOTION REVIEW PROCESS (PAC-2)

By January 11, 2019	The candidate applying for promotion has the responsibility for submitting to the Department Chair/Associate Dean the required promotion portfolio and supporting documents.
By January 23, 2019	The Department Promotion Committee will have reviewed the portfolios and supporting documents and provided a written evaluation, signed by all committee members, to the candidates. The portfolios and supporting documents will be submitted to the Department Chair.
By January 30, 2019	The candidate may respond to any negative recommendations to the Department Chair.
By February 6, 2019	The Department Chair will have reviewed the portfolios and supporting documents, provided a copy of the evaluation to the candidates, and forwarded the portfolios to the College Promotion Committee.
By February 13, 2019	The candidate may respond to any negative recommendations to the College Promotion Committee.
By February 20, 2019	The College Promotion Committee will have reviewed the portfolios and provided a written evaluation, signed by all committee members, to the candidates. The portfolios will be submitted to the College Dean.
By February 27, 2019	The candidate may respond to any negative recommendations to the College Dean.
By March 6, 2019	The College Dean will have reviewed the portfolios, provided a written evaluation to the candidates, and forwarded all materials to the University Promotion Committee.
By March 13, 2019	The promotion candidate may add a letter of response to the University Promotion Committee responding to any or all of the written evaluations.
By April 3, 2019	The University Promotion Committee will have reviewed the portfolios and provided a written evaluation to the candidates.
By April 10, 2019	The promotion candidate may add a letter of response to the Provost responding to any or all of the written evaluation. The University Promotion Committee will have forwarded all portfolios, evaluations, and their final recommendation to the Provost.
By April 19, 2019	The Provost will have reviewed all materials, met with the University Promotion Committee, and made a recommendation to the President. The President will make the final recommendation to the BOR.

Within Two Weeks Before
the BOR's Decision

The President will have informed each candidate, in writing, of the decision.

Prior to BOR
Meeting

Candidates not recommended for promotion may request to meet with the Provost.

EDUCATIONAL LEAVE OF ABSENCE (PAc-28)

By December 7, 2018

The faculty member applying for educational leave for the upcoming fiscal year submits his/her request, on the appropriate form, to the department chair.

By January 23, 2019

The applications shall be reviewed by the Departmental Leave Committee and recommendations and applications submitted to the Department Chair.

By February 6, 2019

The applications shall be reviewed by the Department Chair and recommendations and applications shall be submitted to the College Dean.

By February 20, 2019

The applications shall be reviewed by the College Dean and recommendations and applications shall be submitted to the Provost.

By February 22, 2019

The Provost shall submit applications and recommendations to the Professional Development Committee.

By March 7, 2019

The applications shall be reviewed by the Professional Development Committee and recommendations given to the Provost.

By April 3, 2019

The Provost will submit recommendations to the President. The President will make the final recommendation to the Board of Regents.

Within One Week After
the BOR's Decision

The President will have informed each candidate, in writing, of the decision.

EMERITUS STATUS FOR FACULTY (PAc-3)

By March 15, 2019

Department Chairs will request the 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 and College Deans will send their recommendations directly to the Provost.

By March 30, 2019

University Promotion Committee will send their recommendations to the Provost.

On or Before
April 12, 2018

The Provost reviews and submits recommendations to the President, who in turn recommends to the Board of Regents, who will make the final decision.

Within One Week
After the BOR's Decision

The President informs candidates of the Board's decision.

CONTRACT RENEWAL OR NON-RENEWAL **(PAC-27, TENURE REVIEW)**

FACULTY WITH MORE THAN ONE YEAR **BUT LESS THAN TWO YEARS OF SERVICE:**

October 3, 2018

Portfolio due to Department Tenure Committee

October 17, 2018

Prior to this date faculty should have been reviewed by Department Tenure Committee, written feedback delivered to the candidate and the tenure portfolios delivered to the Department Chair.

By October 26, 2018

Candidates will have sent any letter of response to the Department Chair.

On or before
October 31, 2018

Department Chairs recommendations will be submitted to the Dean.

By November 9, 2018

Candidates will have sent any letter of response to the Dean.

On or Before
November 14, 2018

College Deans' recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.

By November 28, 2018

Candidates will have sent any letter of response to the Provost.

On or Before
December 3, 2018

The Provost will recommend faculty for renewal or non-renewal to the President.

On or Before
December 12, 2018

Faculty will receive written notification of non-renewal of contract from the President.

In June 2019
(tentative)

Board of Regents review and approve the Roster and Operating Budget.

Within Two Weeks
After the BOR's Approval

Letters of continuous appointment will be issued.

FACULTY WITH LESS THAN ONE YEAR OF SERVICE:

January 18, 2019	Portfolio due to Department Tenure Committee
On or Before January 30, 2019	Prior to this date, faculty should have been reviewed by Department Tenure Committee and recommendations will be submitted to the Department Chair.
By February 1, 2019	Candidates will have sent any letter of response to the Department Chair.
On or Before February 8, 2019	Department Chair recommendation sent to the College Dean.
By February 15, 2019	Candidates will have sent any letter of response to the College Dean.
On or Before February 18, 2019	College Dean's recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.
By February 22, 2019	Candidates will have sent any letter of response to the Provost.
On or Before February 25, 2019	The Provost will recommend faculty for renewal or non-renewal to the President.
On or Before March 1, 2019	Faculty will receive written notification of non-renewal of contract from the President.
In June, 2019 (tentative)	Board of Regents to review and approve Roster and Operating Budget.
Within Two Weeks After Board's Approval	Letters of continuous appointment will be issued.

FACULTY WITH TWO OR MORE YEARS OF SERVICE:

January 18, 2019	Portfolio due to Department Tenure Committee
On or Before January 30, 2019	Prior to this date, faculty should have been reviewed. Department Tenure Committee and portfolio will be submitted to the Department Chair.
By February 1, 2019	Candidate will have sent any letter of response to the Department Chair.
On or Before February 8, 2019	Department Chair recommendations for renewal or non-renewal will be submitted to the College Dean.
By February 15, 2019	Candidate will have sent any letter of response to the Dean.

On or Before
February 19, 2019

College Deans' recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.

By February 21, 2019

Candidate will have sent any letter of response to the Provost.

On or Before
February 22, 2019

The Provost will recommend faculty for renewal or non-renewal to the President.

On or Before
March 1, 2019

The President will notify faculty of non-renewal of contract for the year following the upcoming academic year.

In June, 2019
(tentative)

Board of Regents review and approve Roster and Operating Budget.

STANDING COMMITTEES

On or Before
September 14, 2018

All University Standing Committees for fiscal year 2018-2019 should have held an organizational/informational meeting.

Release/Reassigned Time

On or before
September 28, 2018

Summer and Spring semester requests for faculty release/reassigned time due to the Provost.

On or before
February 27, 2019

Fall semester requests for faculty release/reassigned time due to the Provost.