

# 2017-2018

## PERSONNEL ACTION CALENDAR SUMMARY

### TENURE REVIEW PROCESS (PAc-27)

- By September 12, 2017                      The tenure candidate submits to their Department Chair/Associate Dean the required tenure portfolio and supporting documents. The Department Chair/Associate Dean will place the portfolio and supporting documents in a secure place for review by the Department/School Tenure Committee.
- By September 26, 2017                      The Department/School 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/Associate Dean.
- By October 3, 2017                              Candidates will have sent any letter of response to the evaluation to The Department Chair/Associate Dean.
- By October 13, 2017                            The Department Chair/Associate Dean 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 20, 2017                            Candidates will have sent any letter of response to the evaluation to the College Tenure Committee.
- By October 27, 2017                            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 3, 2017                            Candidates will have sent any letter of response to the evaluation to the College Dean.
- By November 10, 2017                        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 17, 2017                        Candidates will have sent any letter of response to the Chair of the University Tenure Committee.
- By December 1, 2017                         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 8, 2017	Candidates will have sent any letter of response to the evaluations to the Provost.
By December 14, 2017	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, 2017	<p>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.</p> <p>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.</p>
By September 26, 2017	The applications shall be reviewed by the Department/School Leave Committee (composed of tenured faculty members) and recommendations and applications submitted to The Department Chair/Associate Dean.
By October 13, 2017	The applications shall be reviewed by The Department Chair/Associate Dean and recommendations and applications shall be submitted to the College Dean.
By October 24, 2017	<p>The applications shall be reviewed by the College Dean and recommendations and applications shall be submitted to the Provost.</p> <p>The Provost shall submit applications and recommendations to the Teaching in Excellence Committee.</p>
By November 7, 2017	The applications shall be reviewed by the Teaching in Excellence Committee and recommendations given to the Provost.
By November 14, 2017	The Provost will send the recommendations to the applicants.
By November 21, 2017	The candidate may respond to any negative recommendations to the Provost.

By December 8, 2017	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, 2018	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, 2018	The Department/School 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/Associate Dean.
By January 30, 2018	The candidate may respond to any negative recommendations to The Department Chair/Associate Dean.
By February 6, 2018	The Department Chair/Associate Dean 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, 2018	The candidate may respond to any negative recommendations to the College Promotion Committee.
By February 20, 2018	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, 2018	The candidate may respond to any negative recommendations to the College Dean.
By March 6, 2018	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, 2018	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, 2018	The University Promotion Committee will have reviewed the portfolios and provided a written evaluation to the candidates.
By April 10, 2018	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 20, 2018	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 8, 2017	The faculty member applying for educational leave for the upcoming fiscal year submits his/her request, on the appropriate form, to The Department Chair/Associate Dean.
By January 23, 2018	The applications shall be reviewed by the Departmental/School Leave Committee and recommendations and applications submitted to The Department Chair/Associate Dean.
By February 6, 2018	The applications shall be reviewed by The Department Chair/Associate Dean and recommendations and applications shall be submitted to the College Dean.
By February 20, 2018	The applications shall be reviewed by the College Dean and recommendations and applications shall be submitted to the Provost.
By February 23, 2018	The Provost shall submit applications and recommendations to the Teaching in Excellence Committee.
By March 7, 2018	The applications shall be reviewed by the Teaching in Excellence Committee and recommendations given to the Provost.
By April 3, 2018	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, 2018

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

By March 30, 2018

University Promotion Committee will send their  
recommendations to the Provost.

On or Before  
April 13, 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, 2017

Portfolio due to Department/School Tenure Committee

October 17, 2017

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

By October 27, 2017

Candidates will have sent any letter of response to The  
Department Chair/Associate Dean.

On or before  
October 31, 2017

Department Chairs/Associate Deans recommendations will  
be submitted to the Dean.

By November 9, 2017

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

On or Before November 14, 2017	College Deans' recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.
By November 28, 2017	Candidates will have sent any letter of response to the Provost.
On or Before December 4, 2017	The Provost will recommend faculty for renewal or non-renewal to the President.
On or Before December 12, 2017	Faculty will receive written notification of non-renewal of contract from the President.
In June 2018 (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 19, 2018	Portfolio due to Department/School Tenure Committee
On or Before January 30, 2018	Prior to this date, faculty should have been reviewed by Department/School Tenure Committee and recommendations will be submitted to The Department Chair/Associate Dean.
By February 2, 2018	Candidates will have sent any letter of response to The Department Chair/Associate Dean.
On or Before February 9, 2018	Department Chair/Associate Dean recommendation sent to the College Dean.
By February 15, 2018	Candidates will have sent any letter of response to the College Dean.
On or Before February 16, 2018	College Dean's recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.
By February 22, 2018	Candidates will have sent any letter of response to the Provost.
On or Before February 23, 2018	The Provost will recommend faculty for renewal or non-renewal to the President.
On or Before March 1, 2018	Faculty will receive written notification of non-renewal of contract from the President.

In June, 2018  
(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 19, 2018 Portfolio due to Department/School Tenure Committee

On or Before  
January 30, 2018 Prior to this date, faculty should have been reviewed. Department/School Tenure Committee and portfolio will be submitted to The Department Chair/Associate Dean.

By February 2, 2018 Candidate will have sent any letter of response to The Department Chair/Associate Dean.

On or Before  
February 9, 2018 Department Chair/Associate Dean recommendations for renewal or non-renewal will be submitted to the College Dean.

By February 15, 2018 Candidate will have sent any letter of response to the Dean.

On or Before  
February 19, 2018 College Deans' recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.

By February 22, 2018 Candidate will have sent any letter of response to the Provost.

On or Before  
February 23, 2018 The Provost will recommend faculty for renewal or non-renewal to the President.

On or Before  
March 1, 2018 The President will notify faculty of non-renewal of contract for the year following the upcoming academic year.

In June, 2018  
(tentative) Board of Regents review and approve Roster and Operating Budget.

### **STANDING COMMITTEES**

On or Before  
September 15, 2017 All University Standing Committees for fiscal year 2017-2018 should have held an organizational/informational meeting.

## **Release/Reassigned Time**

On or before  
September 29, 2017

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

On or before  
February 27, 2018

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