Schedule of Administrative Deadlines

Dates/Deadlines in which Google folder permissions will change		
Faculty Review Process 2021-2022		
Complete on or Before	**Action**	**Who's Responsible**
August 6, 2021	Distribute mandatory tenure review notifications to deans	Human Resources in coordination with Provost
August 13, 2021	Distribute scheduled TT (interim & major) faculty review notifications to deans	Human Resources in coordination with Provost
August 20, 2021	Inform department chair/dean (colleges w/o departments) of intent to go up for promotion and/or early tenure; this includes TT & NTT faculty	Faculty being reviewed
September 3, 2021	Provide department chair/dean (colleges w/o departments) suggested reviewers & documents to be sent to T/P reviewer	Faculty being reviewed
September 17, 2021	Provide department chair/dean (colleges w/o departments) suggested T/P reviewers	Unit TPR Committee
October 1, 2021	T/P packets electronically shared with external reviewers; deadline to respond should be mid November	Departments/Colleges w/o Departments
October 11, 2021	Distribute NTT appointments to deans	Human Resources in coordination with Provost
November 24, 2021	▪T/P & NTT (lecturer) promotion dossier complete and ready for unit's TPR committee review ▪Candidate to sign appropriate checklist (acknowledging the information reviewed did not contain confidential comments & they are satisfied that the material included is accurate & appropriate)	Departments/Colleges w/o Departments
December 24, 2021	Unit TPR committee must have T/P recommendations to the department chair or dean (colleges w/o departments)	Departments/Colleges w/o Departments
January 10, 2022	Unit TPR committee must have TT (interim & major) & NTT (appointment & lecturer promotion) recommendations to department chair or dean (colleges w/o departments)	Departments/Colleges w/o Departments
January 19, 2022	▪T/P review complete ▪Recommendations & T/P dossiers due to college	Department Chairs
January 28, 2022	▪NTT (appointments & lecturer promotions) reviews complete ▪Recommendations & dossiers for NTT promotions due to college (those w/ departments)	Department Chairs
February 4, 2022	▪TT (interim & major) reviews complete ▪Recommendations & dossiers for TT reviews due to college (those w/ departments)	Department Chairs
February 9, 2022	Committee T/P recommendations due to deans (colleges w/ departments) or provost (colleges w/o departments)	College Committees
February 18, 2022	▪NTT (appointments & lecturer promotions) reviews complete ▪Due to Human Resources	Deans
February 25, 2022	▪TT (interim & major) reviews complete & materials due to HR ▪Distribute TT (interim & major) faculty review recommendations to faculty ▪Provide NTT (promotion) faculty with written recommendation & copy department chair (colleges w/ departments)	Deans
March 4, 2022	▪T/P review complete ▪Recommendations & T/P dossiers due to HR ▪Distribute T/P faculty review recommendations to faculty	Deans
March 11, 2022	Distribute approved NTT appointments to deans' offices	Human Resources
March 11, 2022	Distribute NTT lecturer promotions to individual faculty; copy to dean	Provost
March 18, 2022	Distribute NTT appointment & promotion letters to faculty	Departments/Colleges w/o Departments
March 18, 2022	Distribute TT interim review recommendations to deans	Human Resources

March 23, 2022	Distribute TT major review recommendations to deans	Human Resources in coordination with Provost
March 25, 2022	Distribute TT major review recommendations to faculty; copy dean and chair	Provost
March 30, 2022	Distribute TT (reappointments) & T/P recommendations to the president	Provost
April 1, 2022	Distribute T/P recommendations to deans	Human Resources in coordination with Provost
April 4, 2022	Distribute T/P recommendations to individual faculty	Provost
April 8, 2022	Information due to the Secretary of the Board of Trustees	Human Resources & Provost's Office
April 15, 2022	Board agenda made public Agenda includes Informational Sheets for all faculty being recommended to the Board for tenure and/or promotion	Board Secretary
April 29, 2022	Board of Trustees meeting Board votes on all faculty being recommended for tenure and/or promotion	Board of Trustees
May 2, 2022	Distribute Board actions to deans/department chairs	Human Resources
May 9, 2022	Distribute P/T and TT letters to faculty	Departments/Schools

Key:

NTT = Non-Tenure-Track

T/P = Tenure and/or Promotion

TT = Tenure-Track