

FACULTY ANNUAL REVIEW TIMELINE*
FOR FACULTY MEMBERS
Office of Academic Affairs
2009-10

Updated: August 20, 2009

Faculty members should consult Section 9 Policies and Procedures Governing Reappointment
and Faculty Review in the Faculty Handbook

First-Year Reviews

- January 15 Candidates submit dossier to Chairs.
- February 1 Chairs complete reviews and forwards a copy to the Dean, the DPTC,
and the Candidate.
- If the Chair recommends non-reappointment, the Candidate may request
in writing to the Chair of the DPTC an independent DPTC written review
within 48 hours of receiving the Chair's recommendation for non-
reappointment. The Chair of the DPTC delivers its written review to the
Dean, with copies to the Department Chair and Candidate, within five
business days of receiving the request.
- The Candidate may respond in writing to any level of review prior to
receipt of the written notice of re-appointment or non-reappointment
from the Vice President for Academic Affairs.
- February 15 Deans review Chair's recommendations and dossiers and submit
recommendations to VPAA with copies to the Chairs, Candidates, and
DPTCs.
- The Candidate may respond in writing to any level of review prior to
receipt of the written notice of re-appointment or non-reappointment
from the Vice President for Academic Affairs.
- March 1 VPAA notifies candidates of renewal or non-renewal with copies to the
Chairs, Deans, and DPTCs.

Second-Year Reviews

- October 15 Candidates submit dossier to Chairs.
- November 1 Chairs complete reviews and forward to the Dean and the DPTCs.
- If the Chair recommends non-reappointment, the Candidate may request
in writing to the Chair of the DPTC an independent DPTC written review

within 48 hours of receiving the Chair's recommendation for non-reappointment. The Chair of the DPTC delivers its written review to the Dean, with copies to the Department Chair and Candidate, within five business days of receiving the request.

The Candidate may respond in writing to any level of review prior to receipt of the written notice of re-appointment or non-reappointment from the Vice President for Academic Affairs.

November 15

Deans review Chair's recommendations and dossiers and submit recommendations to VPAA with copies to the Chairs, Candidates, and DPTCs

The Candidate may respond in writing to any level of review prior to receipt of the written notice of re-appointment or non-reappointment from the Vice President for Academic Affairs.

January 15

VPAA notifies candidates of renewal or non-renewal with copies to the Chairs, Deans, and DPTCs.

Third-Year Reviews

DPTC peer teaching reviews may be conducted in the fall semester.

March 1

Candidates submit dossier to Chairs.

May 1

Chairs and DPTCs complete independent reviews and forward to the Dean with copies to the Candidates. Chairs and DPTCs send copies of their reviews to each other.

The Candidate may respond in writing to any level of review prior to receipt of the written notice of re-appointment or non-reappointment from the Vice President for Academic Affairs.

June 15

Deans review Chairs and DPTCs recommendations and dossiers and submit recommendations to VPAA with copies to the Chairs, Candidates, and DPTCs.

The Candidate may respond in writing to any level of review prior to receipt of the written notice of re-appointment or non-reappointment from the Vice President for Academic Affairs.

August 31

VPAA notifies Candidates of renewal or non-renew.

Fourth- and Fifth-Year Reviews

- March 1 Candidates submit dossier to Chairs.
- April 1 Chairs complete reviews and forward to the Dean and the DPTCs.
- If the Chair recommends non-reappointment, the Candidate may request in writing to the Chair of the DPTC an independent DPTC written review within 48 hours of receiving the Chair's recommendation for non-reappointment. The Chair of the DPTC delivers its written review to the Dean, with copies to the Department Chair and Candidate, within five business days of receiving the request.
- The Candidate may respond in writing to any level of review prior to receipt of the written notice of re-appointment or non-reappointment from the Vice President for Academic Affairs.
- May 1 Deans review Chair's recommendations and dossiers and submit recommendations to VPAA with copies to the Chairs, Candidates, and DPTCs.
- The Candidate may respond in writing to any level of review prior to receipt of the written notice of re-appointment or non-reappointment from the Vice President for Academic Affairs.
- August 31 VPAA notifies Candidates of renewal or non-renewal with copies to the Chairs, Deans, and DPTCs.

Term Faculty

- February 15 Candidates submit annual report and supporting materials to Chair or Dean of Liberal Arts
- April 15 Chairs complete review and forward to the Deans.
- May 15 Deans review Chair's recommendations and annual report and supporting materials and submit recommendations to VPAA with copies to the Chairs and Candidates.
- Dean of Liberal Arts submits recommendations to VPAA with copies to the Candidates.
- June 1 VPAA notifies Term faculty member of appointment in writing.

Tenured Faculty

- September 30 Tenured faculty members submit an Annual Work Plan and Activities Report with current CVs to their Department Chairs.
- October 1 –
December 15 Tenured faculty members meet with Department Chairs to discuss Work Plan and Activities Report.
- By May 1 Beginning in 2008-09, each associate professor will meet with their Department Chair and School Dean to consider the faculty member's progress toward promotion to full professor every four years from the time of their last promotion.

* If deadline dates fall on a weekend or holiday, the deadline will be the next business day.