

Calendar Year Schedule of Faculty Employment Processes AY 2011-2012

September 2011

- September 12 Faculty Outside Employment**
Provost sends a notice to the deans regarding Faculty Request to Conduct Outside Employment.
- September 16 Promotion Eligibility Notification**
Provost notifies Deans of those faculty members who are in their first year of eligibility for promotion in rank in AY 2011-2012.
- September 16 Promotion Eligibility Notification**
Deans notify those faculty members who are in their first year of eligibility for promotion in rank in AY 2011-2012.
- September 23 Sabbatical and Academic Leave**
Deans notify faculty members of sabbatical and academic leave application due dates.
- September 30 Faculty Outside Employment**
All request for outside employment forms are due to the Provost.

October 2011

- October 24 Sabbatical and Academic Leave**
Applications and pertinent documents are due to deans.
- October 31 Sabbatical Leave**
Sabbatical leave reports on the results of the project undertaken during sabbatical leave are due to the Provost.

November 2011

- November 1 Promotion and Tenure**
Deadline for College Rank and Tenure Committees to begin review of promotion and tenure cases.
- November 1 Renewal of Contracts for Non-tenured faculty on Tenure-Track Appointment**
Second year of service contract renewal recommendations are due to the Provost.
- November 15 Faculty Contracts (Part-time and Semester)**
Deans' offices begin preparing contracts for the Spring semester.
- November 15 Phased Retirements**
Deadline for faculty to apply for phased retirement program for 2012-2013 academic year.
- November 18 Sabbatical and Academic Leave**
Applications and recommendations are due to Provost.

December 2011

- December 2 Faculty Contracts (Part-time and Semester)**
Mail contracts to part-time and semester faculty members and continue with the process until all contracts for the Spring 2012 semester have been sent.
- December 12 Renewal of Contracts for Non-tenured faculty on tenure-track appointment**
Provost notifies second-year of service faculty members of contract renewal decisions.

December 2011 (continued)

December 16 Promotion and Tenure
College Rank and Tenure Committee's tenure and promotion recommendations are due to the Deans and to candidates.

December 16 Sabbatical and Academic Leave
Provost notifies faculty members sabbatical and academic leave decisions.

February 2012

February 1 Renewal of Contracts for Non-tenured faculty on tenure-track appointment
First-year of service contract renewal recommendations are due to the Provost.

February 1 Renewal of Contracts for Non-tenured faculty on tenure-track appointment
Second round of second-year faculty contract renewal recommendations are due to the Provost.

February 15 Promotion and Tenure
Deans' recommendations on tenure and promotion candidates are due to the Provost. Deans will send their recommendation letter along with the CRTC recommendation letter and all required application materials.

February 15 Faculty members' retirement notices due to the Provost.

February 15 Deans' recommendations on granting emeritus status are due to the Provost.

February 27 Renewal of Contracts for Non-tenured faculty on tenure-track appointment
Provost notifies first-year of service faculty contract renewal decisions.
Provost notifies second-year of service faculty second round contract renewal decisions.

February 27 Renewal of Contracts for Non-tenured faculty on tenure-track appointment
Deans' recommendations on Third and Subsequent years of service faculty contract renewal recommendations are due to the Provost.

February 27 Deans' proposed salary amounts for each faculty member due in the Office of the Provost.

February 27 Faculty Contracts
Deans' offices begin preparing contracts for ordinary faculty members for AY 2012-2013

March 2012

March 1 Promotion and Tenure Eligibility Notifications
Provost notifies Deans of those faculty members who will be in their first year of promotion in rank eligibility in AY 2012-2013, and those faculty members who are to be considered for tenure in the AY 2012-2013.

March 1 Promotion and Tenure Eligibility Notifications
Deans notify those faculty members who will be in their first year of promotion in rank eligibility in the AY 2012-2013, and those faculty members who are to be considered for tenure in AY 2012-2013.

March 2012 (continued)

March 12 Faculty Contracts (Ordinary)

Mail contracts to ordinary faculty members and continue with the process until all contracts for the AY 2012-13 have been sent. Contractual mail date to ordinary faculty is normally on or before March 15th.

March 30 Promotion and Tenure

Provost's decisions on tenure and promotion applications are due to candidates.

April 2012

April 2 Faculty Contracts (Extraordinary)

Mail contracts to extraordinary faculty members and continue with the process until all contracts for the AY 2012-13 have been sent.

April 30 Renewal of Contracts for Non-tenured faculty on tenure-track appointment

Provost notifies third and subsequent years of service faculty members contract renewals decisions.

April 30 Promotion and Tenure

Deadline for submitting appeals for denial of tenure to URTC.

May 2012

May 1 Faculty Contracts (New Hires)

Mail contracts to newly hired faculty members (ordinary and extraordinary) and continue with the process until all contracts for the AY 2012-13 have been sent.

May 1 Endowed Professorships

Provost sends notice of stewardship report due dates to the deans.

May 15 Resignations

Deadline for Deans to notify the Provost of faculty resignations effective at the end of the current contract period letter.

June 2012

June 30 Promotion and Tenure

URTC recommendations regarding denial of tenure appeals due to the President.

July 2012

July 15 Promotion and Tenure

Deadline for the President to respond to the URTC recommendations on tenure appeals.

July 16 Faculty Contracts (Part-time, Semester, and Stipends)

Deans' offices begin preparing contracts for the Fall semester and stipend contracts for AY 2012-2013. Please note position descriptions must accompany all stipend contract requests.

July 31 Endowed Professorships

Stewardship reports due to the Provost by the Endowed Professors.