

Calendar Year Schedule of Faculty Employment Processes AY 2018-2019

September 2018

- September 4** **Faculty Outside Employment:** Provost sends a notice to the deans to notify faculty to submit “Faculty Request to Conduct Outside Employment” forms.
- September 21** **Faculty Outside Employment:** Faculty Request to Conduct Outside Employment forms are due to the Provost.

October 2018

- October 01** **Endowed Professorships:** Provost notifies deans that annual stewardship reports are due on October 31.
- October 01** **Endowed Chairs:** Provost sends notice to deans regarding annual stewardship reports which will be due on October 31 (**Board of Regents mandate**).
- October 05** **Phased Retirement:** Provost sends a notice to the deans regarding faculty eligible to elect to participate in the phased retirement program effective AY 2019-2020.
- October 31** **Sabbatical Leave:** Sabbatical leave reports on the results of the project undertaken during sabbatical leave in AY 2017-2018 are due to the Provost. (**Faculty Handbook mandate**)
- October 31** **Endowed Professorships:** Annual stewardship reports are due to the Provost from each Dean’s Office.
- October 31** **Endowed Chairs:** Annual stewardship reports are due to the Provost from each Dean’s Office. Endowed Chairs must also submit their reports to the Board of Regents via the LOGAN online reporting system.

November 2018

- November 1** **Promotion and Tenure:** Deadline for College Rank and Tenure Committees to begin review of promotion and tenure cases/applications. (**Faculty Handbook mandate**)
- November 01** **Renewal of Contracts for Non-tenured faculty on Tenure-Track Appointment:** Second year of service contract renewal recommendations are due to the Provost.
- November 16** **Sabbatical and Academic Leave:** Applications and Deans recommendations are due to Provost.
- November 16** **Phased Retirements:** Deadline for faculty to apply for phased retirement program for 2019-2020 academic year.
- November 16** **Non – renewal of Contracts for Non-tenured faculty on tenure-track appointment:** Provost sends official notice of non-renewal to faculty member(s) in **second-year** of service where applicable.
- November 26** **Faculty Contracts (Part-time and Semester):** Deans’ offices begin preparing and submitting contracts for the Spring 2019 semester.

December 2018

- December 03** **Faculty Contracts (Part-time and Semester):** Provost Office will begin mailing contracts to part-time and semester faculty members for the Spring 2019 semester.
- December 21** **Sabbatical and Academic Leave:** Provost notifies faculty members sabbatical and academic leave decisions.

January 2019

- January 1** **Promotion and Tenure:** College Rank and Tenure Committee's tenure and promotion recommendations are due to the Deans and to candidates. (*Faculty Handbook mandate*)
- January 31** **Endowed Professorships:** In consultation with deans, the Provost Office identifies upcoming endowed professorship term expirations.

February 2019

- February 1** **Renewal of Contracts for Non-tenured faculty on tenure-track appointment:** First-year of service and second round of Second-year of service 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. (*Faculty Handbook mandate*)
- February 15** **Retirement:** Faculty members' retirement notices due to the Provost. (*Faculty Handbook mandate*)
- February 15** **Emeritus Status:** Deans' recommendations on granting emeritus status are due to the Provost. (*Faculty Handbook mandate*)
- February 15** **Non – renewal of Contracts for Non-tenured faculty on tenure-track appointment:** Provost sends official notice of non-renewal to faculty member(s) in **first**-year of service where applicable.
- February 18** **Salary Proposals:** Deans' proposed 2019-2020 faculty salaries are due in the Office of the Provost.

March 2019

- March 01** **Promotion and Tenure Eligibility Notifications:** Provost notifies Deans of those faculty members who will be in their first year of eligibility for promotion in rank in AY 2019-2020, and those faculty members who are to be considered for tenure in the AY 2019-2020. Deans are to notify eligible faculty immediately. (*Faculty Handbook mandate*)
- March 01** **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.
- March 01** **Faculty Contracts (Ordinary):** Deans' offices begin preparing and submitting contracts for returning ordinary faculty members for AY 2019-2020.
- March 11** **Faculty Contracts (Ordinary):** Provost Office will prepare and mail contracts for AY 2019-2020 to returning ordinary faculty members. The contractual mail date to ordinary faculty is **normally on or before March 15th.** (*Faculty Handbook mandate*)

April 2019

- April 01** **Promotion and Tenure:** Provost's decisions on tenure and promotion applications are due to candidates. (*Faculty Handbook mandate*)
- April 01** **Non – renewal of Contracts for Non-tenured faculty on tenure-track appointment:** Provost sends official notice of non-renewal to faculty member(s) in **third** and **subsequent** years of service where applicable.
- April 30** **Faculty Contracts (New Hires):** Provost Office will begin preparing and mailing contracts to newly hired faculty members (ordinary and extraordinary) for AY 2019-20.

May 2019

- May 01** **Promotion and Tenure:** Deadline for submitting appeals for denial of promotion and/or tenure to URTC. (*Faculty Handbook mandate*)
- May 15** **Resignations**
Deadline for Deans to notify the Provost of faculty resignations effective at the end of the current contract period letter. (*Faculty Handbook mandate*)

June 2019

- June 01** **Faculty Contracts (Extraordinary):** Deans' offices begin preparing and submitting contracts for returning extraordinary faculty members for AY 2019-2020.
- June 01** **Stipends and Adjunct (part time) faculty:** Deans' funding request are due in the Office of the Provost.
- June 01** **Endowed Professorships and Chairs:** Deans shall notify Provost of faculty selected for endowed professorship positions and those that are to be invested at the Fall 2019 investiture ceremony.
- June 03** **Faculty Contracts (Extraordinary):** Provost Office will prepare and mail contracts to returning extraordinary faculty members.
- June 30** **Promotion and Tenure:** URTC recommendations regarding denial of tenure appeals due to the President. (*Faculty Handbook mandate*)

July 2019

- July 01** **Faculty Contracts (Part-time, Semester, and Stipends):** Deans' offices begin preparing and submitting Fall part-time and semester contracts, and stipend contracts for AY 2019-2020. Please note position descriptions must accompany all stipend contract requests.
- July 08** **Faculty Contracts (Part-time, Semester, and Stipends):** Provost Office will prepare and mail part-time, semester and stipend contracts to faculty members.
- July 31** **Promotion and Tenure:** Deadline for the President to respond to the URTC recommendations on tenure appeals. (*Faculty Handbook mandate*)