**C. B. A. Deadline Dates**

**If the due date falls on a weekend, the materials are due on the following Monday**

**TT Faculty Evaluations and Renewals:**

**September Anniversary**

**1st year Probationary**

|  |  |
| --- | --- |
| January 30 | Evaluations due from department evaluation committee to Chair |
| February 7 | Evaluations due from department Chair to Dean |
| February 28 | Evaluations due to Provost from Dean |
| April 1 | Faculty notified of reappointment by President |

**2-4 year Probationary**

|  |  |
| --- | --- |
| November 1 | 2-4 year faculty evaluations due from evaluation committee to Chair |
| November 8 | Evaluations due from department Chair to Dean |
| December 15 | 2-4 year faculty evaluations due to Provost from Dean |
| January 30 | 2-4 year faculty notified of reappointment by President (5th year faculty notified of tenure status by May 31) |

**5th Year Probationary**

5th Year Evaluations: (*this is the annual evaluation, separate from the TeP Recommendations*)

|  |  |
| --- | --- |
| October 21 | 5th year faculty evaluations due from evaluation committee to Chair |
| October 28 | Chair evaluation due from department Chair to Dean |
| December 10 | 5th year faculty evaluations due from Dean to Provost |

**September Anniversary**

**5th Year Probationary applying for both Tenure AND Promotion**

TeP Recommendations: (*this is in addition to the annual evaluation*)

|  |  |
| --- | --- |
| October 1 | In the first semester of the fifth (or final) probationary year, probationary faculty members with a fall anniversary are notified by the President to apply for tenure. |
| November 1 | Applicant will complete uploading Electronic Portfolio. |
| December 15 | Department recommendation committee chair submits Tenure and Promotion Recommendations to electronic portfolio and applicant |
| December 22 | Department chair submits Tenure and Promotion Recommendations to electronic portfolio and applicant |
| December 22 | Dean/Library Director/appropriate manager submits Promotion Recommendations to electronic portfolio and applicant |
| December 22 | All materials are made available to TeP and the Provost |
| January 15 | The applicant may submit a written statement to TeP addressing all committee, chair, dean recommendations |
| February 1 | The Provost submits recommendation for Promotion |
| February 7 | The applicant may submit a written statement to TeP addressing the Provost’s recommendation |
| March | Applicant interviews with TeP |
| April 1 | TeP sends recommendation for tenure to the President |
| April 15 | TeP sends recommendation for promotion to the President |
| May 31 | President notifies applicant of tenure decision |
| July 15 | President notifies applicant of promotion decision |

**September Anniversary**

**Promotion only schedule**

TeP Recommendations: (*this is in addition to the annual evaluation*)

|  |  |
| --- | --- |
| Second week of fall semester | Faculty who intend to apply for promotion must declare their intention to apply to their Department chair three semesters prior |
| November 1 | Applicant will upload Electronic Portfolio |
| December 15 | Department recommendation committee chair submits Promotion Recommendations to electronic portfolio and applicant |
| December 22 | Department chair submits Promotion Recommendations to electronic portfolio and applicant |
| December 22 | Dean/Library Director/appropriate manager submits Promotion Recommendations to electronic portfolio and applicant |
| January 15 | The applicant may submit a written statement to TeP addressing all committee, chair, dean recommendations |
| February 1 | The Provost submits recommendation for Promotion |
| February 7 | The applicant may submit a written statement to TeP addressing the Provost’s recommendation |
| March | Applicant interviews with TeP |
| April 15 | TeP sends recommendation for promotion to the President |
| July 15 | President notifies applicant of promotion decision |

**Tenure only schedule**

TeP Recommendations: (*this is in addition to an annual evaluation*)

|  |  |
| --- | --- |
| October 1 | President notifies 5th year TT faculty to apply for tenure |
| December 31 | Applicant will submit letter of intent to apply for tenure to President |
| January 20 | Applicant will complete upload of Electronic Portfolio |
| February 15 | Department recommendation committee chair and department chair submits Tenure Recommendations to electronic portfolio and applicant |
| April 1 | TeP Committee submits Tenure Recommendation |
| April 8 | The applicant may submit a written statement to the President addressing TeP recommendation |
| May 31 | President notifies applicant of tenure decision |

**January Anniversary**

**1st year Probationary**

|  |  |
| --- | --- |
| September 23 | Evaluations due from department evaluation committee to Chair |
| September 30 | Evaluations due from department Chair to Dean |
| October 30 | Evaluations due to Provost from Dean |
| April 1 | Faculty notified of reappointment by President |

**2-4 year Probationary**

|  |  |
| --- | --- |
| November 1 | 2-4 year faculty evaluations due from evaluation committee to Chair |
| November 8 | Evaluations due from department Chair to Dean |
| November 30 | 2-4 year faculty evaluations due to Provost from Dean |
| December 15 | 2-4 year faculty notified of reappointment by President (5th year faculty notified of tenure status by December 31) |

**5th Year Probationary**

5th Year Evaluations: (*this is the annual evaluation, separate from the TeP Recommendations*)

|  |  |
| --- | --- |
| April 1 | 5th year faculty evaluations due from evaluation committee to Chair |
| April 8 | Chair evaluation due from department Chair to Dean |
| April 15 | 5th year faculty evaluations due to Provost from Dean |

**January Anniversary**

**5th Year Probationary applying for Tenure**

TeP Recommendations: (*this is in addition to the annual evaluation*)

|  |  |
| --- | --- |
| February 1 | In the first semester of the fifth (or final) probationary year, probationary faculty members with a fall anniversary are notified by the President to apply for tenure. |
| May 1 | Faculty who intend to apply for tenure must declare their intention to apply to the President |
| September 10 | Applicant will upload Electronic Portfolio |
| October 1 | Department recommendation committee chair submits Tenure and Promotion Recommendations to electronic portfolio and applicant |
| October 1 | Department chair submits Tenure and Promotion Recommendations to electronic portfolio and applicant |
| October | Applicant interviews with TeP |
| November 1 | TeP sends recommendation for tenure to the President |
| November 1-6 | If applying for Promotion also, faculty member may update narratives and curriculum vita in electronic portfolio |
| December 31 | President notifies applicant of tenure decision |

**January Anniversary**

**Promotion schedule (same as fall anniversary)**

TeP Recommendations: (*this is in addition to the annual evaluation*)

|  |  |
| --- | --- |
| Second week of fall semester | Faculty who intend to apply for promotion must declare their intention to apply to the President three semesters prior |
| November 1-6 | Applicant will upload Electronic Portfolio after making any additions to narrative and curriculum vita |
| December 15 | Department recommendation committee chair submits Promotion Recommendations to electronic portfolio and applicant |
| December 22 | Department chair submits Promotion Recommendations to electronic portfolio and applicant |
| December 22 | Dean/Library Director/appropriate manager submits Promotion Recommendations to electronic portfolio and applicant |
| January 15 | The applicant may submit a written statement to TeP addressing all committee, chair, dean recommendations |
| February 1 | The Provost submits recommendation for Promotion |
| February 7 | The applicant may submit a written statement to TeP addressing the Provost’s recommendation |
| March | Applicant interviews with TeP |
| April 15 | TeP sends recommendation for promotion to the President |
| July 15 | President notifies applicant of promotion decision |