

2009-10 Calendar - Tenure, Promotion, and Sabbatical		
September 2009		
15	Sabbatical leave applications and proposals due in department.	Sabbatical
October 2009		
1	Date requested of external reviewers for returning their reviews (tenure and/or promotion).	
1	Latest date for departments and chairs to forward sabbatical proposals to the dean.	Sabbatical
12	Latest date for deans to forward sabbatical proposals to the Office of the Provost, which will submit files to the University Sabbatical Leave Committee.	Sabbatical
15	Latest date for department chair to convene the first meeting of the DTC and/or the DPC.	
15	Latest date for faculty member to submit tenure file to DTC or promotion file to DPC.	
15	Latest date to request stopping the tenure clock.	
November 2009		
2	Latest date for recommendations from secondary DTCs, DPCs and department chairs to be submitted to candidate's home department.	
10	Latest date for University Sabbatical Leave Committee recommendations and rankings to reach Office of the Provost.	Sabbatical
13	Latest date for DTC and/or DPC to inform faculty member of recommendation.	
19	Latest date for faculty member to inform DTC and/or DPC, in writing, of intent to appeal.	
30	Latest date for DTC and/or DPC recommendations, together with supporting data, to be presented to the department chair and, for promotion, to the CPC.	
December 2009		
1	Latest date for the dean to convene the first meeting of the CPC.	
in Dec	Final recommendations for sabbatical will be presented at the December meeting of the Board of Trustees.	Sabbatical
January 2010		
8	Latest date for department chair to inform faculty member of recommendation.	
8	Latest date for the CPC to inform faculty member of recommendation.	
13	Latest date for faculty member to inform chair or CPC, in writing, of intent to appeal.	
15	Latest date for department chair to notify faculty members of eligibility for tenure and/or promotion review in 2010-11.	2010-11
21	Latest date for DTC, DPC, and/or CPC recommendations, with the separate recommendations of the chair appended, together with supporting data, to be presented to the dean.	

February 2010		
1	Latest date for faculty desiring early tenure or promotion review to notify the department chair who, in turn, shall inform the department tenure or promotion committee.	2010-11
17	Latest date for the candidate, DTC, DPC, or department chair to call for external review (in academic year preceding final tenure review or promotion review for traditionally-ranked faculty).	2010-11
22	Latest date for the dean to inform faculty member of recommendation.	
25	Latest date for the faculty member to inform dean, in writing, of intent to appeal.	
March 2010		
8	Latest date for the dean to present the recommendations of the DTCs and/or DPCs, the CPC (for promotion), and the chairs, with the deans' separate recommendations appended, and with the tenure and/or promotion checklist, to the provost. All supporting material submitted by a faculty member shall be held in, or returned to, the office of the dean until the final recommendations are submitted to the Board of Trustees, and, at that time, shall be returned to the faculty member. At the time the promotion/tenure recommendations are forwarded from the dean's office to the provost, all of the supporting material shall be included for each faculty member where the dean has overturned any of the preceding decisions. In addition, a faculty member who requests an appeal hearing with the provost may also request that the supporting material be forwarded to the provost's office for review prior to the scheduled hearing.	
16	Latest date for candidate and DTC or DPC to submit list of external evaluators to the department chair (tenure and/or promotion).	2010-11
April 2010		
15	Latest date for department chair to solicit external review.	2010-11
15	Latest date for candidate to present external review process materials to the department chair.	2010-11
21	Latest date for the provost to inform faculty member of recommendation.	
27	Latest date for the faculty member to inform provost, in writing, of intent to appeal.	
May 2010		
20	Latest date for the provost to inform the candidate of final recommendation.	
in May	The recommendations of the provost shall be submitted to the Board of Trustees, to be acted upon at its next regularly scheduled meeting, which shall be held no later than July 31. For fiscal-year appointments, tenure will be effective July 1. For academic-year appointments, tenure will be effective at the beginning of the fall semester.	
June 2010		
July 2010		
August 2010		

16	Latest date for the candidate or the department chair to send materials to the external reviewers (tenure and/or promotion).		
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