

2023-2024 REAPPOINTMENT, PROMOTION AND TENURE CALENDARS

FIRST REAPPOINTMENT SCHEDULE (RPT1)

DATE	ACTION TO BE TAKEN
May 2023	Department Chair notifies the faculty member, in writing, that a first reappointment review will be conducted and distributes the department's standards, which should be uploaded to the electronic portal.
August 14, 2023	Deadline for applicant to upload their portfolio to the electronic portal (SharePoint). Applicants will no longer have access to the electronic portal after this date.
August 15 – August 31, 2023	Department RPT Committee reviews the portfolios and writes a recommendation. Though addressed to the Dean, the file is uploaded to the electronic portal and a copy is sent only to the applicant at this time.
September 4-6, 2023	Applicant may respond in writing to any unresolved differences regarding department's evaluation. Response must be sent to the Dean and becomes a part of the reappointment portfolio. The Dean should upload it to the electronic portal immediately, unless it has already been uploaded by the Department Chair.
September 1-15, 2023	Dean convenes the College RPT Committee and charges the committee to review portfolios and write recommendations. The College Promotion and Tenure Committee forwards its recommendation to Dean; and uploads the recommendation to the electronic portal.
September 16-22, 2023	Dean reviews portfolios and writes initial recommendations. Though addressed to Provost, copies are sent only to the applicant, and College RPT Committee Chair; and uploaded to the electronic portal.
September 26 – October 16, 2023	University RPT Committee reviews portfolios and writes recommendations to Provost; and uploads to the electronic portal.
October 31, 2023	Provost responds to the Dean and Applicant, in writing, with decision regarding reappointment.

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SECOND REAPPOINTMENT SCHEDULE (RPT2)

DATE	ACTION TO BE TAKEN
May 2023	Department Chair notifies faculty member, in writing, that a second reappointment review will be conducted and distributes the department's standards.
January 8, 2024	Deadline for applicant to upload their portfolio to the electronic portal (SharePoint). Applicants will no longer have access to the electronic portal after this date.
January 12 – 26, 2024	Department RPT committee reviews the portfolio and writes a recommendation. Though addressed to the Dean, copy is sent only to the applicant at this time and uploaded to the electronic portal.
January 31 – February 7, 2024	Applicant may respond in writing to any unresolved differences regarding the department's evaluation. Response must be sent to the Dean and becomes a part of the reappointment portfolio. Dean uploads the response to the electronic portal.
February 9, 2024	Department's recommendation is forwarded to the Dean.
February 12 – 23, 2024	Dean convenes College RPT committee; College RPT committee reviews portfolio and writes recommendation; committee forwards recommendation to Dean and uploads recommendation to the electronic portal.
February 26 – March 8, 2024	Dean reviews portfolio and writes initial recommendation. Though addressed to Provost, copies are only sent to the applicant and College RPT committee chair and uploaded to the electronic portal.
March 11-18, 2024	Applicant may respond in writing to any unresolved differences regarding the evaluation. Response is addressed to the Provost and uploaded to the electronic portal; the response becomes a part of the reappointment portfolio.
March 20 – 29, 2024	Dean reviews portfolio and writes and uploads final recommendation. Though addressed to Provost, copies are only sent to the applicant and College RPT committee chair and uploaded to the electronic portal.
April 1-19, 2024	University RPT committee reviews portfolio and writes recommendation to Provost and uploads to electronic portal.
April 22 – May 6, 2024	Provost responds to Dean and Applicant, in writing, with decision regarding reappointment.

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PROMOTION AND TENURE SCHEDULE (Assistant to Associate; Associate to Full; Tenure Only)

DATE	ACTION TO BE TAKEN
May 2023	Department Chair notifies faculty member, in writing, that a second reappointment review will be conducted and distributes the department's standards.
August 17, 2023	Deadline for faculty to notify their Dean of intent to apply for full professor or early tenure.
September 1, 2023	Deadline for applicant to upload their portfolio to the electronic portal (SharePoint). Applicants will no longer have access to the electronic portal after this date.
September 7-21, 2023	Department RPT committee reviews portfolio and writes recommendation. Though addressed to the Dean, copy is sent only to applicant at this time and uploaded to the electronic portal.
September 28 – October 5, 2023	Applicant may respond in writing to any unresolved differences regarding department evaluation. Response is addressed to the Dean, uploaded to the electronic portal and becomes a part of the promotion portfolio.
October 6 – 16, 2023	Dean convenes College RPT committee; College RPT committee reviews portfolio and writes recommendation; College RPT committee uploads recommendation to electronic portal. Copy is sent to the applicant.
October 18 – 31, 2023	Dean reviews portfolio and writes initial recommendation. Though addressed to Provost, copies are sent only to applicant, and College RPT committee chair and uploaded to the electronic portal.
November 3-10, 2023	Provost sends positive recommendations to University RPT committee via the electronic portal; negative recommendations are shared with the Chancellor.
November 13-30, 2023	University RPT committee reviews portfolio and writes recommendation to Provost and uploads to electronic portal.
December 1, 2023 – January 19, 2024	Provost writes final recommendation to Chancellor, forwarding copies to Dean; all initial and final recommendations are placed in portfolio in the electronic portal.
January 22 – February 12, 2024	Chancellor reviews promotion and tenure recommendations and they are prepared for presentation to the Board of Trustees
February 15, 2024	Requests for extensions for Promotion and Tenure for the 2024-2025 academic year must be sent to the Provost by 5:00 p.m. Extenuating circumstance must be clearly explained.
April 2024	Board of Trustees reviews and provides final approval of tenure applications.
April 29, 2024 or Earlier (March 29)	Chancellor/Provost Office informs Dean and Applicant of final decision.

***ALL: Please go to the relevant SharePoint site to download summary recommendation forms to be completed and uploaded for each candidate.**

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POST TENURE REVIEW SCHEDULE (PTR)

DATE	ACTION TO BE TAKEN
First department meeting in the fall	Department Chairperson shall distribute department Post-Tenure Review (PTR) standards to all tenured or tenure track faculty during the first fall faculty meeting. Faculty under PTR shall use the electronic portal (SharePoint) to upload documents.
August 25, 2023	The Provost Office shall notify Deans in the fall for Post-Tenure Review.
By September 20, 2023	The Dean shall notify the department chairperson of faculty in the department who are scheduled for review.
September 22, 2023	The department chairperson shall notify the faculty member, in writing, that a performance review will be conducted. The notification letter should include the website address of the University's PTR policy and a copy of the PTR submission Form
September 22, 2023	The Chairperson will call a meeting of the tenured faculty who will elect three tenured faculty to serve on the Performance Review Committee (PRC). The tenured faculty members elected for the PRC will select a PRC chairperson in that meeting. A faculty member being reviewed may vote on the PRC membership, but may not unilaterally select members of the PRC. If the department has fewer than three tenured faculty, consult the Faculty Handbook-Post Tenure Review Policy.
October 27, 2023	Deadline for applicant to upload their portfolio to the electronic portal. Applicants will no longer have access to their electronic portal after this date.
November 3, 2023	The department chairperson will charge the PRC to begin the review.
January 19, 2024	The PRC chairperson uploads the committee report to the electronic portal and submits a hard copy of the report to the department chairperson and faculty member to be reviewed.
Within 7 business days (January 30, 2024)	The faculty member being reviewed may respond in writing to the PRC Report, with copies to the PRC, and the department chairperson and uploaded in the electronic portal.
February 5, 2024	The Department Chairperson shall write a letter to the faculty member, with copies to the PRC members, indicating his/her response to the PRC findings; and uploaded in electronic portal.
February 5, 2024	The Chairperson will forward a copy of the PRC's report to the Dean along with the Chair's response, a copy of the departmental standards, and any response from the faculty member. All will be uploaded in the electronic portal.
March 6, 2024	The Dean shall write an initial letter to the faculty member, with copies to the PRC members and the department chairperson, indicating his/her response to the PRC's findings and will upload to the electronic portal.
Within 7 business days (March 15, 2024)	Within 7 days of receiving the Dean's response, the faculty may respond to the PRC Report, the Chairperson's response, and the Dean's letter in writing to the Dean, and will upload to the electronic portal.
April 5, 2024	The Dean will notify the faculty member by letter of his/her final PTR evaluation and shall upload a copy of the FINAL LETTER to the electronic portal along with all of the following: a copy of the PRC report, the department standards, the chair's evaluation, and any correspondence from the reviewee, the department chairperson, and members of the PRC.
April 29, 2024	The Provost will respond to the Dean and faculty member in writing regarding the Post Tenure Review decision.

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NON-TENURE TRACK FACULTY PROMOTION SCHEDULE (NTTF)

DATE	ACTION TO BE TAKEN
May 2023	On or before first college meeting, Department chair shall distribute university NTTF Promotion Policy and departmental NTTF review standards to all non-tenure track faculty in the respective department. Deans shall distribute written NTTF review standards to all NTTF in the respective college.
November 15, 2023	Non-tenure track faculty seeking promotion shall notify department chair in writing of intent to apply for promotion to an NTTF rank.
November 30, 2023	Department Chairs and Colleges shall designate the NTTF Review Committees at the respective levels.
January 31, 2024	Deadline for candidate to upload their portfolio to the electronic portal (SharePoint). Candidate will have no further access to the application or the portal after this date.
January 31 – February 19, 2024	Department NTTF Review Committee reviews the candidate portfolio, records a vote, uploads recommendation to the electronic portal, and notifies the candidate. Candidate has the right to submit a written response but must do so within 10 days of being notified of the decision (by February 29, 2024).
March 1 – 21, 2024	College NTTF Review Committee reviews the candidate, records a vote, makes a recommendation to the Dean, uploads the recommendation to electronic portal, and notifies the candidate. Candidate has the right to submit a written response but must do so within 10 days of being notified of the decision (by March 31, 2024).
April 1 – 20, 2024	Dean reviews the portfolio and makes recommendation to the Provost, uploads it to the electronic portal and notifies the candidate. Candidate has the right to submit a written response to the electronic portal but must do so within 10 days of being notified of the decision (by April 30, 2024).
April 30 - June 5, 2024	Provost or Provost's designee reviews the Dean's recommendation, makes the final decision and notifies the candidate of the decision in writing.

NTTF Positions:

NTTF Full-time Instructor to Tenure Track Position ("...for individuals who are waiting to complete eligibility requirements for a tenure track position."). See NTTF policy.

Master's Level

- o Lecturer to Senior Lecturer
- o Senior Lecturer to Principal Lecturer Doctoral Level/Terminal Degree in Field
- o Teaching Assistant Professor to Teaching Associate Professor
- o Teaching Associate Professor to Teaching Professor
- o Research Assistant Professor to Research Associate Professor
- o Research Associate Professor to Research Professor
- o Clinical Assistant Professor to Clinical Associate Professor
- o Clinical Associate Professor to Clinical Professor
- o Assistant Professor of Practice to Associate Professor of Practice
- o Associate Professor of Practice to Professor of Practice