Academic Personnel Decision Calendar: 2014-15

The purpose of this timeline is to provide an overall perspective on when academic personnel decisions are made, and by whom. Decision must be made and materials forwarded to the next level by the dates listed on the timeline. Materials to be submitted in support of tenure, promotion, emeritus, and sabbatical applications are outlined in the document titled Academic Personnel Decision Packet Contents available on the provost office website. The timelines do not reflect additional steps in the process that are school –specific.

Tenure Track

	1st year	2nd year	3rd year	4th & 5th years	Tenure	Promotion (post-tenure)	Triennial Post-Tenure	Sabbatical for FY16	Emeritus/ Retirement
Preliminary list of faculty names for FY15 decisions	---	---	---	---	Mid Sept 2014	Mid Sept 2014	---	Mid Sept 2014	Mid Sept 2014
Faculty Materials	---	---	End Sept 2014	---	Beginning Oct 2014	Beginning Oct 2014	Mid Jan 2015	Mid Nov 2014	---
Dept. faculty	---	---	Beginning Dec 2014	---	End Oct 2014	Beginning Nov 2014	Beginning Feb 2015	---	---
Dept. chair/ Admin Head	Mid Jan 2015	Mid Oct 2014	Beginning Jan 2015	Mid Jan 2015	Mid Nov 2014	Mid Dec 2014	Early Mar 2015	---	---
Faculty Committee	Mid Feb 2015*	Mid Nov 2014 *	End Feb 2015	Mid Feb 2015*	Mid Jan 2015	End Jan 2015	Early Apr 2015	Mid Jan 2015	Early Feb 2015***

Non-Tenure Track *(includes teaching track and visiting but not adjunct)*

	1st – 3rd year	Visiting	4th & 5th year	6th year *or beyond*	Promotion (6th year *or beyond*)	Triennial Post-Promotion	Sabbatical for FY 16	Retirement
Preliminary list of faculty names for FY15 decisions	---	---	---	---	Mid Sept 2014	---	Mid Sept 2014	Mid Sept 2014
Faculty Materials	Mid Jan 2015	---	Mid Oct 2014	Mid Oct 2014	Mid Oct 2014	Mid Oct 2014	Nov 15, 2014	
Dept. chair/ Admin Head	Mid Feb 2015	Mid Feb 2015	Mid Nov 2014	Mid Nov 2014	Mid Nov 2014	Mid Nov 2014	Mid Dec, 2014	
Faculty committee	Mid March 2015		Mid Dec 2014	Mid Dec 2014	Mid Dec 2014	Mid Dec 2014	Mid Jan, 2015	

NOTES	**Due dates**
* If chair/admin head's letter is negative **In the case of non-renewal, notice is 1 year ***For emeritus	Beginning of the month: first weekday of the month Middle of the month: weekday on or closest to the 15th of the month End of the month: last weekday of the month

Updated, June 2014