

2011-2012

PERSONNEL ACTION CALENDAR SUMMARY

TENURE REVIEW PROCESS (PAC-27)

By September 16, 2011	The tenure candidate submits to their department chair the required tenure portfolio, which includes a letter of intent, curriculum vita and supporting documents. The Department Chair will place the portfolio in a secure place for review by the Department Tenure Committee.
By September 29, 2011	The Department Tenure Committee will have reviewed the portfolios, submitted a written evaluation of the strengths and evaluated weakness of the portfolio along with a vote which affirms or denies their support of the portfolio to the candidate, and forwarded the portfolio to the Department Chair.
By October 7, 2011	Candidates will have sent any letter of response to the evaluation to the Department Chair.
By October 14, 2011	The Department Chair will have evaluated the portfolios, added his/her written evaluation to the portfolio, delivered a copy of the evaluation to the candidate, and forwarded the portfolio to the College Dean.
By October 21, 2011	Candidates will have sent any letter of response to the evaluation to the College Dean.
By November 4, 2011	The College Dean will have evaluated the portfolios, delivered a copy of the written evaluation to the candidate, and forwarded a final recommendation and the tenure portfolios to the Provost who will place them in a secure area for review by the University Tenure Committee.
By November 11, 2011	Candidates will have sent any letter of response to the Chair of the University Tenure Committee.
By November 30, 2011	The University Tenure Committee will have evaluated the portfolios, given written evaluations along with the vote to the candidates with copies to the Provost.
By December 8, 2011	Candidates will have sent any letter of response to the evaluations to the Provost.
By December 16, 2011	The Provost will have made recommendations to the President who will make recommendations to the Board of Regents.

At Least Two Weeks Before
The BOR meets

The President will have informed each candidate, in writing, of the decision.

Prior to BOR meeting

Candidates may request a meeting with the Provost

SABBATICAL LEAVE OF ABSENCE (PAC-17)

By September 15, 2011

The faculty member applying for sabbatical leave for the upcoming fiscal year submits his/her request, on the appropriate form, to the Department Chair.

Applications may be submitted a year in advance. Applications submitted a year in advance will be reviewed a year in advance. If a sabbatical leave is denied, a new application may be filed.

By September 28, 2011

The applications shall be reviewed by the Department Leave Committee (composed of tenured faculty members) and recommendations and applications submitted to the Department Chair.

By October 13, 2011

The applications shall be reviewed by the Department Chair and recommendations and applications shall be submitted to the College Dean.

By October 27, 2011

The applications shall be reviewed by the College Dean and recommendations and applications shall be submitted to the Provost.

The Provost shall submit applications and recommendations to the Professional Development Committee.

By November 9, 2011

The applications shall be reviewed by the Professional Development Committee and recommendations given to the Provost.

By November 11, 2011

The Provost will send the recommendations to the applicants.

By November 30, 2011

The candidate may respond to any negative recommendations to the Provost.

By December 9, 2011

The Provost will make recommendations to the President. The President will make the final recommendation to the Board of Regents.

Within One Week After
the BOR's Decision

The President will inform each applicant, in writing, of the Board's decision.

PROMOTION REVIEW PROCESS (PAc-2)

By January 12, 2012	The candidate applying for promotion has the responsibility for submitting to the Department Chair the letter of intent and the required promotion portfolio.
By January 20, 2012	The Department Promotion Committee will have reviewed the portfolios and provided a written evaluation, signed by all committee members, to the candidates. The portfolios will be submitted to the Department Chair.
By February 3, 2012	The Department Chair will have reviewed the portfolios, provided a copy of the evaluation to the candidates, and forwarded the portfolios to the College Promotion Committee.
By February 17, 2012	The College Promotion Committee will have reviewed the portfolios and provided a written evaluation, signed by all committee members, to the candidates. The portfolios will be submitted to the College Dean.
By March 5, 2012	The College Dean will have reviewed the portfolios, provided a written evaluation to the candidates, and forwarded all materials to the University Promotion Committee.
By March 12, 2012	The promotion candidate may add a letter of response to the University Promotion Committee responding to any or all of the written evaluations.
By April 2, 2012	The University Promotion Committee will have reviewed the portfolios and provided a written evaluation to the candidates.
By April 9, 2012	The promotion candidate may add a letter of response to the Provost responding to any or all of the written evaluation. The University Promotion Committee will have forwarded all portfolios, evaluations, and their final recommendation to the Provost.
By April 23, 2012	The Provost will have reviewed all materials, met with the University Promotion Committee, and made a recommendation to the President. The President will make the final recommendation to the BOR.
Within Two Weeks Before the BOR's Decision	The President will have informed each candidate, in writing, of the decision.

Prior to BOR Meeting

Candidates not recommended for promotion may request to meet with the Provost.

EDUCATIONAL LEAVE OF ABSENCE (PAc-28)

By December 15, 2011	The faculty member applying for educational leave for the upcoming fiscal year submits his/her request, on the appropriate form, to the department chair.
By January 20, 2012	The applications shall be reviewed by the Departmental Leave Committee and recommendations and applications submitted to the Department Chair.
By February 3, 2012	The applications shall be reviewed by the Department Chair and recommendations and applications shall be submitted to the College Dean.
By February 17, 2012	The applications shall be reviewed by the College Dean and recommendations and applications shall be submitted to the Provost.
By February 23, 2012	The Provost shall submit applications and recommendations to the Professional Development Committee.
By March 9, 2012	The applications shall be reviewed by the Professional Development Committee and recommendations given to the Provost.
By April 2, 2012	The Provost will submit recommendations to the President. The President will make the final recommendation to the Board of Regents.
Within One Week After the BOR's Decision	The President will have informed each candidate, in writing, of the decision.

EMERITUS STATUS FOR FACULTY (PAc-3)

By March 12, 2012	Department Chairs will request the tenured faculty members in the retiree's department to send their recommendations directly to the University Promotion Committee for its consideration and recommendation.
	Department Chairs and College Deans will send their recommendations directly to the Provost.

By March 30, 2012	University Promotion Committee will send their recommendations to the Provost.
On or Before April 16, 2012	The Provost reviews and submits recommendations to the President, who in turn recommends to the Board of Regents, who will make the final decision.
Within One Week After the BOR's Decision	The President informs candidates of the Board's decision.

CONTRACT RENEWAL OR NON-RENEWAL
(PAC-27, TENURE REVIEW)

FACULTY WITH MORE THAN ONE YEAR
BUT LESS THAN TWO YEARS OF SERVICE:

On or Before November 3, 2011	Prior to this date faculty should have been reviewed by Department Tenure Committee, written feedback delivered to the candidate and the tenure portfolios delivered to the Department Chair.
By November 10, 2011	Candidates will have sent any letter of response to the Department Chair.
On or before November 11, 2011	Department Chairs recommendations will be submitted to the Dean.
By November 18, 2011	Candidates will have sent any letter of response to the Dean.
On or Before December 2, 2011	College Deans' recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.
On or Before December 14, 2011	The Provost will recommend faculty for renewal or non-renewal to the President.
On or Before December 16, 2011	Faculty will receive written notification of non-renewal of contract from the President.
In June 2012 (tentative)	Board of Regents review and approve the Roster and Operating Budget.
Within Two Weeks After the BOR's Approval	Letters of continuous appointment will be issued.

FACULTY WITH LESS THAN ONE YEAR OF SERVICE:

On or Before January 12, 2012	Prior to this date, faculty should have been reviewed by Department Tenure Committee and recommendations will be submitted to the Department Chair.
By January 19, 2012	Candidates will have sent any letter of response to the Department Chair.
On or Before January 26, 2012	Department Chair recommendation sent to the College Dean.
By February 2, 2012	Candidates will have sent any letter of response to the Dean.
On or Before February 10, 2012	College Dean's recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.
By February 17, 2012	Candidates will have sent any letter of response to the Provost.
On or Before February 24, 2012	The Provost will recommend faculty for renewal or non-renewal to the President.
On or Before March 2, 2012	Faculty will receive written notification of non-renewal of contract from the President.
In June, 2012 (tentative)	Board of Regents to review and approve Roster and Operating Budget.
Within Two Weeks After Board's Approval	Letters of continuous appointment will be issued.

FACULTY WITH TWO OR MORE YEARS OF SERVICE:

On or Before February 9, 2012	Prior to this date, faculty should have been reviewed. Department Tenure Committee and portfolio will be submitted to the Department Chair.
By February 16, 2012	Candidate will have sent any letter of response to the Department Chair.
On or Before February 24, 2012	Department Chair recommendations for renewal or non-renewal will be submitted to the College Dean.

By March 5, 2012	Candidate will have sent any letter of response to the Dean.
On or Before March 26, 2012	College Deans' recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.
By April 2, 2012	Candidate will have sent any letter of response to the Provost.
On or Before April 16, 2012	The Provost will recommend faculty for renewal or non-renewal to the President.
On or Before April 20, 2012	The President will notify faculty of non-renewal of contract for the year following the upcoming academic year.
In June, 2012 (tentative)	Board of Regents review and approve Roster and Operating Budget.

APPLICATIONS FOR MEMBERSHIP ON THE GRADUATE FACULTY

On or Before October 3, 2011	The University Graduate Committee must receive applications for associate and full membership on the graduate faculty for faculty teaching graduate courses during the Spring 2012 semester.
On or Before February 16, 2012	The University Graduate Committee must receive applications for associate and full membership on the graduate faculty for faculty teaching graduate courses during the Summer 2012 terms and the Fall 2012 semester.

STANDING COMMITTEES

On or Before September 16, 2011	All University Standing Committees for fiscal year 2011-2012 should have held an organizational/informational meeting.
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