

2011-2012 Timetable for Reappointment, Promotion, and Tenure Cases (RPT) and Sabbatical Leave
Revised 8/25/2011

Tenure or Promotion/Full Review (Green Sheet Review)

Non-Tenure Track Faculty/Internal Review by Dean and with External Evaluators (Blue Sheet Review)

Sabbatical

Due Date	RPT ACTION	Check (✓)	PERSON RESPONSIBLE
Fri, 4/29	Email to <i>all</i> faculty: invite to go up for early promotion or tenure in 2011-12 AY		Associate Dean
	Email to <i>individual</i> faculty that are up for reappointment, promotion or tenure for 2011-12 AY		
Mon, 5/9	Email to <i>all</i> faculty: SABBATICAL proposals for 2011-12 AY due September 1st (CBA deadline)		Associate Dean
By Fri, 5/27	Meet with candidates for promotion and tenure for 2011-12 AY to review process and timeline		Associate Dean
end of May	Timeline for RPT decisions posted		Provost's Office
	Update RSENR RPT Timelines		Asst to the Dean
Fri, 8/5	Reminder email to <i>all</i> faculty: SABBATICAL proposals for 2011-12 AY due September 1st		Associate Dean
Fri, 8/19	List of Courses Taught Since Last Action		Faculty Member
	List of Graduate Alumni Advised w/ contact info		
	List of 10 External Reviewers w/contact info & rationale		
	Research Statement (Greensheets Section 3.a.)		
	CV		
	5 Selected Publications		
	SUGGESTED: Completed Draft of Greensheets for AD HOC Committee		
Fri, 8/19	List of Courses Taught Since Last Action		Faculty Member
	List of Graduate Alumni Advised w/ contact info		
	CV		
8/22-8/26	Add Names to External Reviewer List. Finalize w/candidate		Associate Dean
Tues, 8/23	Names of PT and FT faculty being considered for 2nd Reappointment, promotion, and/or tenure in the 2011-12 AY forwarded to Provost's Office		Asst to the Dean
Fri, 8/26	Draft of Greensheets sent to AD HOC Committee		Faculty Member
8/29-9/2	Contact External Reviewers		Asst to the Dean
Thurs, 9/1	Sabbatical Proposals DUE to Assistant to the Dean		Faculty Member
	Sabbatical Proposals forwarded to FSC		Asst to the Dean
Tues, 9/6	Candidate notified if additional info needed		FSC

Tues, 9/6	Give Candidate Suggestions for Greensheets		AD HOC Committee
	Packets sent to External Reviewers		Asst to the Dean
	Alumni Surveys sent		
	Letters to Graduate Alumni sent		
	Request Letter from Secondary Supervisor		
Thurs, 9/8	Additional requested info DUE to FSC		Faculty Member
Weds, 9/14	Review of Sabbatical Proposals submitted to Associate Dean		FSC
Mon, 9/12	FINAL Version of Greensheets DUE		Faculty Member
Weds, 9/21	Review of Sabbatical Proposals submitted to Dean		Associate Dean
Fri, 9/30	Final Review of Sabbatical Proposals to Asst to the Dean		Dean
Fri, 9/30	RSENR Student Advisory Board Notified		Associate Dean
Mon, 10/3	Sabbatical Proposals delivered to Provost's Office (CBA Deadline)		Asst to the Dean
Mon, 10/3	List of 10 External Reviewers w/contact info & rationale		Faculty Member
	Research Statement (Bluesheets Section 3.a.)		
	5 Selected Publications		
	Completed Draft of Bluesheets for AD HOC Committee		
		Draft of Greensheets sent to AD HOC Committee	
10/3-10/7	Add Names to External Reviewer List. Finalize w/candidate		Associate Dean
Fri, 10/7	External Reviewer Letters, Grad Alumni Letters, Alumni Surveys DUE		Asst to the Dean
Mon, 10/10	Faculty Notified of Impending RPT Vote		Associate Dean
	Schedule Meeting for FSC & Dean (week of 12/12)		Asst to the Dean
Mon, 10/10	Give Candidate Suggestions for Greensheets		AD HOC Committee
10/10-10/14	Letters from External Reviewers, Grad Alumni, & Alumni Surveys REDACTED and added to dossier.		Asst to the Dean
10/10-10/14	Contact External Reviewers		Asst to the Dean
Mon, 10/17	FINAL Version of Greensheets DUE		Faculty Member
	Packets sent to External Reviewers		Asst to the Dean
	Alumni Surveys sent		
	Letters to Graduate Alumni sent		
	Request Letter from Secondary Supervisor		
10/17-10/21	Candidate Reviews Dossier		Faculty Member
10/24-10/28	Faculty Voting		Asst to the Dean
Fri, 10/31	Sabbatical reports DUE for 2010-11 AY or Spring 2011 leaves (CBA deadline)		Faculty Member/Associate Dean
Mon, 11/7	Secondary Supervisor Letter DUE		Secondary Sup/Asst to the Dean
Mon, 11/7	RSENR Student Advisory Board Notified		Associate Dean

Mon, 11/21	Associate Dean/Department Chair Evaluation Complete. Send to Candidate for Review.		Associate Dean
	Faculty Vote & Comments Recorded. Candidate Notified.		Associate Dean/Asst to the Dean
Mon, 11/21	External Reviewer Letters, Grad Alumni Letters, Alumni Surveys DUE		Asst to the Dean
	Schedule Meeting for FSC & Dean (week of 2/1)		
11/21-11/30	Faculty Notified of Impending RPT Vote		Associate Dean
	Letters from External Reviewers, Grad Alumni, & Alumni Surveys REDACTED and added to dossier.		Asst to the Dean
Mon, 11/28	Candidate Appends Statement (if desired)		Faculty Member
11/30-12/7	Candidate Reviews Dossier		Faculty Member
Tues, 11/29	Greensheets sent to FSC		Asst to the Dean
12/8-12/15	Faculty Voting		Asst to the Dean
Fri, 12/16	Secondary Supervisor Letter DUE		Secondary Sup/Asst to the Dean
Thurs, 12/15	Notice of appointment or non-reappointment sent to: Instructors in their 2nd year of appointment, Assoc Professors in the 2nd year of appointment, and Senior Lecturers in the final year of appointment. (CBA deadline)		Dean
Mon, 12/12	FSC Submits Written Recommendation to Dean. (Meets with Dean to discuss.)		FSC
Mon, 1/9	Dean Evaluation Complete. Dean and FSC Evaluation sent to Candidate for Review.		Dean/Asst to the Dean
Mon, 1/16	Dossier forwarded to Provost's Office		Asst to the Dean
Thurs, 1/19	Candidate Appends Statement (if desired)		Faculty Member
Wed, 1/11	Department Chair Evaluation Complete. Send to Candidate for Review.		Associate Dean
	Faculty Vote & Comments Recorded. Candidate Notified.		Associate Dean/Asst to the Dean
Wed, 1/18	Candidate Appends Statement (if desired)		Faculty Member
	Greensheets sent to FSC		Asst to the Dean
Mon, 1/30	FSC Submits Written Recommendation to Dean. (Meets with Dean to discuss.)		FSC
Mon, 2/20	Dean Evaluation Complete. Dean and FSC Evaluation sent to Candidate for Review.		Dean/Asst to the Dean
Thurs, 3/1	Candidate Appends Statement (if desired)		Faculty Member
Thurs, 3/1	Notice of appointment or non-reappointment sent to: Instructors in 1st year of appointment, Extension faculty in 1st year of appointment if the appointment expires at the end of that appointment year, Lecturers (with more than 2 years of service) in the final year of appointment, and Research Faculty in the final year of appointment. (CBA deadline)		Dean
Thurs, 3/15	PINK SHEET REVIEW*: Annual reviews for any non-tenure track faculty in the 1st year of appointment DUE (CBA deadline)		Associate Dean
Mon, 3/19	Sabbatical reports DUE for Fall 2011 leaves (CBA deadline)		Faculty Member/Associate Dean

Mon, 4/16	Annual Performance Evaluations Complete. (CBA Deadline for any tenure-track faculty in the first year of their appointment)		Associate Dean
Fri, 4/27	Email to <i>all</i> faculty: invite to go up for early promotion or tenure in 2012-13 AY		Associate Dean
	Email to <i>individual</i> faculty that are up for reappointment, promotion or tenure for 2012-13 AY		
By 4/30	Notice sent to FT faculty of reappointment decisions for the following AY and of FT faculty promotion and tenure decisions for the following AY		Dean
Mon, 5/18	Email to <i>all</i> faculty: SABBATICAL proposals for 2011-12 AY due September 1st (CBA deadline)		Associate Dean
By Mon, 5/30	Notice of appointment or non-reappointment sent 12 months before the expiration of an Extension Faculty appointment with more than 2 years service at UVM. (CBA deadline)		Dean
	Meet with candidates for promotion and tenure for 2012-13 AY to review process and timeline		Associate Dean
end of May	Timeline for RPT decisions posted		Provost's Office
	Update RSENR RPT Timelines		Asst to the Dean

*Research Professors are always in the "first year" of their appointment, so PINK SHEET REVIEW is done for everyone teaching who is not tenure track faculty, *including CE Instructors*