

Reappointment, Promotion and Tenure Key Dates

PLEASE NOTE: Individual units may establish a schedule with different dates than those noted below, provided the “required dates” are met. Dates marked as “required*” are governed by provisions of the Collective Bargaining Agreement and represent agreed upon deadlines in **ARTICLE 14 OF THE FT FACULTY CBA or ARTICLE 15.6 OF THE PT FACULTY CBA**. These “required” dates may not be altered unless the date falls on a weekend or holiday, then the next working day will be the deadline.

By October 1 (suggested date): “Green Sheets” that require University-level review (*i.e.*, second reappointment, promotion and/or tenure are completed for departmental review. *Note: letters from outside reviewers may be read by the faculty member, but they must first be redacted so that neither the author of the letter nor the institutional affiliation is evident.*

By October 30 (required date)*: Units provide to Provost’s Office names of faculty who will be reviewed in the current academic year for second reappointment, promotion and/or tenure. Those faculty who will undergo “early” tenure and those who have chosen not to undergo mandatory review will also be identified at this time.

Variable dates through AY (set by units): Dossiers that require College-level review (*i.e.*, first reappointment and NTT reappointment reviews) are prepared and reviewed according to a schedule that is set by the Unit. Contractually established deadlines for completion of such reviews are noted throughout this document. *Note: FT Lecturers, Senior Lecturers, Clinical, Extension, Library and Research faculty require a Formal Peer Review (formerly “Blue Sheet”) every four years.*

By November 30 (suggested date): Department Chairs send a copy of the Chair’s statement to candidates and submit completed dossiers to Dean. *Note: The faculty member has seven (7) days from the date the chair’s statement is delivered either by email or by hand to add a written rebuttal to the file. As noted above letters from outside reviewers may be read by the faculty member, but they must first be redacted so that neither the author of the letter nor the institutional affiliation is evident.*

By December 15 (required date)*: Deans send notice of reappointment or non-reappointment to:

- Instructors in their second appointment year
- FT Clinical, FT Extension and FT or PT Library faculty in the second year of service whose appointment expires in May or June;
- Senior Lecturers whose appointment expires in May or June.

By January 15 (suggested date): Deans send a copy of the Dean’s letter and Faculty Standards Committee (FSC) letter to the candidates and forward the candidates’ dossiers with the Dean and FSC input to the Provost. *Note: The candidate has ten (10) days from the date the dean’s statement is delivered by email or by hand to add a written rebuttal to the file.*

By March 1 (required date)*: Deans send written notice of reappointment or non-reappointment to:

- Instructors in their first appointment year
- FT Clinical, FT Extension and FT and PT Library faculty in their first year whose appointment expires in May or June
- FT Lecturers with more than two years of FT service whose appt. expires in May or June.

By March 15 (suggested date): Review of RPT dossiers is completed by Professional Standards Committee (PSC).

By April 15 (required date)*: Deans send notice of reappointment or non-reappointment to Clinical Educators I, II or III in their second or subsequent year of consecutive PT service whose appointment expires on May 31 or June 30.

By April 25 (suggested date): Provost's RPT decisions communicated to Deans.

By May 1 (required date)*:

- Deans send notice of promotion and tenure decisions that become effective in the next academic year and of first and second reappointment decisions for Assistant Professors
- Deans send notice of reappointment or non-reappointment to FT and PT Research faculty members whose appointment expires on May 31
- Deans send notice of reappointment or non-reappointment to Assistant and Associate Professors in the second year of their initial tenure-track appointment

By May 30 (required date)*: Deans send notice of reappointment or non-reappointment to:

- FT Clinical faculty members with two or more years of service whose appointment expires on May 30
- FT or PT Research faculty members whose appointment expires on June 30

By June 30 (required date)*: Deans send notice of reappointment or non-reappointment to FT Clinical, FT Extension and FT and PT Library faculty members with two or more years of service whose appointment expires June 30.

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