

2023-24 Calendar

AAUP: Tenure and Promotion, Sabbatical

August 2023		
15	Remind faculty eligible for sabbatical application that their sabbatical applications are due in InfoReady no later than October 1. Latest date for the department chair to send materials to external reviewers.	Sabbatical, T & P
October 2023		
2	Date requested of external reviewers for returning their reviews (tenure and/or promotion).	T & P
2	Sabbatical leave applications and proposals due in InfoReady.	Sabbatical
16	Latest date for faculty member to submit promotion/ tenure file to department office no later than 5 p.m.	T & P
16	Latest date for department chair to convene the first meeting of the department tenure committee (DTC) and/or the department promotion committee (DPC).	T & P
23	Latest date for secondary DTC, DPC and department chairs to inform faculty member of recommendation.	T & P
25	Latest date for faculty member to inform secondary DTC, DPC or department chair, in writing, of appeal.	T & P
November 2023		
1	Proposals reviewed in InfoReady by the department and the department chair shall reach the Dean	Sabbatical
1	Latest date for recommendations from secondary DTCs, DPCs and department chairs to be submitted to candidate's home department.	T & P
15	Latest date for deans to process sabbatical proposals via InfoReady to the Office of the Provost, which will submit files to the University Sabbatical Leave Committee.	Sabbatical
15	Latest date for DTC and/or DPC to inform faculty member of recommendation.	T & P
20	Latest date for faculty member to inform DTC and/or DPC, in writing, of appeal.	T & P
December 2023		
1	Latest date for the dean to convene the first meeting of the college promotion committee (CPC).	Promotion
1	Latest date for DTC and/or DPC recommendations, together with supporting data, to be presented to the department chair and, for promotion, to the CPC.	T & P
15	Latest date for University Sabbatical Leave Committee recommendations and rankings to reach Office of the Provost.	Sabbatical

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January 2024		
8	Latest date for department chair to inform faculty member of recommendation.	T & P
8	Latest date for the CPC to inform faculty member of recommendation.	Promotion
12	Latest date for faculty member to inform chair or CPC, in writing, of intent to appeal.	T & P
15	Latest date for department chair to notify faculty members of eligibility for tenure and/or promotion review in 2024-25.	Prep 2024-25 T & P
19	Latest date for DTC, DPC, and/or CPC recommendations, with the separate recommendations of the chair appended, together with supporting data, to be presented to the dean.	T & P
31	The Provost shall inform the faculty member of his/her final recommendations no later than January 31	Sabbatical
31	Final recommendations shall be submitted at the next scheduled Board of Trustees meeting after January 31	Sabbatical
February 2024		
1	Latest date for faculty desiring early tenure or promotion review to notify the department chair who, in turn, shall inform the department tenure or promotion committee.	Prep 2024-25 T & P
15	If applicable, latest date for the candidate, DTC, DPC, or department chair to call for external review (in academic year preceding final tenure review or promotion review for traditionally-ranked faculty).	Prep 2024-25 T & P
19	Latest date for the dean to inform faculty member of recommendation.	T & P
23	Latest date for the faculty member to inform dean, in writing, of appeal.	T & P
March 2024		
4	Latest date for the dean to present the recommendations of the DTCs and/or DPCs, the CPC (for promotion), and the chairs, with the deans' separate recommendations appended, and with the tenure and/or promotion checklist, to the provost. All supporting material submitted by a faculty member shall be held in, or returned to, the office of the dean until the final recommendations are submitted to the Board of Trustees, and, at that time, shall be returned to the faculty member. At the time the promotion/tenure recommendations are forwarded from the dean's office to the provost, all of the supporting material shall be included for each faculty member where the dean has overturned any of the preceding decisions.	T & P
15	If applicable, latest date for candidate and DTC or DPC to submit list of external evaluators to the department chair.	Prep 2024-25 T & P

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April 2024		
17	If applicable, latest date for the department chair to solicit external reviewers, and for the candidate to present materials for the external review process to the department chair (for next year's process).	Prep 2024-25 T & P
15	Latest date for the provost to inform faculty member of recommendation.	T & P
18	Latest date for the faculty member to inform provost, in writing, of appeal. In addition, a faculty member who requests an appeal hearing with the provost may also request that the supporting materials be forwarded to the provost's office for review prior to the scheduled hearing.	T & P
May 2024		
20	Latest date for the provost to inform the candidate of final recommendation.	T & P
in May	The recommendations of the provost shall be submitted to the Board of Trustees, to be acted upon at its next regularly scheduled meeting, which shall be held no later than July 31. For fiscal-year appointments, tenure will be effective July 1. For academic-year appointments, tenure will be effective at the beginning of the fall semester.	T & P
August 2024		
15	If applicable, latest date for the candidate or the department chair to send materials to the external reviewers (tenure and/or promotion).	Prep 2024-25 T & P