

2006-07 Academic Affairs Yearly Calendar Academic Affairs Personnel Actions

Topical by Quarter:

Beginning Fall Quarter 06:

Evaluation for Reappointment of Faculty in Second or More Years of Service

- September 18** Deans notify eligible faculty of deadlines.
October 9 Professional Record files due from faculty to chairs.
November 3 Independent recommendations due from chair and DPC, to be placed in professional record
November 6-13 Candidate opportunity to review recommendations and correct any errors of fact noted in letters
(Note: November 10 is a holiday)
November 14 Files to Dean's office. **Candidate file is officially closed
December 11 Files including dean's recommendation due to Provost's Office
December 11-15 Opportunity for candidate rebuttal of letters of negative recommendation. Written rebuttals to be submitted to the Office of the Provost.
January 3 Provost notifies faculty of effective date of termination if not recommended for reappointment.
January 18 Provost's recommendation due to Board of Trustees with notification to candidate
February 2 Consideration of recommendations by Board of Trustees. Following Board of Trustees action, reappointment letters from deans to faculty.

Sabbatical Leave

- September 18** Notice from Provost to faculty of the deadlines related to the sabbatical leave process.
October 7 Applications due from faculty to chairs.
October 20 Recommendations due from chairs to deans.
November 7 Recommendations due from deans to Provost.
November 8 Sabbatical Leave Committee meets with Provost.
November 20 Recommendations due from Sabbatical Leave Committee to Provost.
November 22 Recommendations due from Provost to President for BOT consideration.
December 8 Consideration of recommendations by the Board of Trustees. Following Board of Trustees action, contract letter from Provost to recipients.

Distinguished Professor Selection

- December 1** Nominations due in Faculty Senate Office by 5:00 p.m.
February 1 Supporting materials for distinguished professor nominees due in Faculty Senate Office by 5:00 p.m.
April 16 Recommendations due from selection committee to Provost
April 19 Recommendations due from Provost to President for BOT consideration
May 4 Consideration of recommendations by the Board of Trustees. Following Board of Trustees action, notification to professor from Provost - copy to dean.

Graduate Assistants for AY 2007-2008

- December 6** Requests due from chairs to deans.
December 13 Requests due from deans to AVP for Graduate Studies, Research and Continuing Ed.
January 19 Notification of allocation from AVP for Graduate Studies, Research and Continuing Ed to deans and chairs.
April 2 Recommendations for graduate assistants for AY due from chairs to AVP for Graduate Studies, Research and Continuing Ed.

Beginning Winter Quarter 07:

Evaluation for Reappointment of Faculty in First Year of Service

November 3	Deans notify eligible faculty of deadlines.
January 5	Candidate files due to Chair/Department Personnel Committee (DPC)
February 2	Independent recommendations due from chair and DPC, to be placed in professional record
February 5-9	Candidate opportunity to review recommendations and correct any errors of fact noted in letters
February 12	Files to Dean's office. **Candidate file is officially closed
March 12	Files with all recommendations due to Provost's Office
March 12-16	Opportunity for candidate rebuttal of letters of negative recommendation. Written rebuttals to be submitted to the Office of the Provost.
March 26	Notice of non-reappointment due from Provost.
April 19	Provost's recommendation due to Board of Trustees with notification to candidate
May 4	Consideration of recommendations by Board of Trustees. Following Board of Trustees action, reappointment letters from deans to faculty.

Promotion and/or Tenure

November 3	Deans notify eligible faculty of deadlines.
January 8	Candidate files due to Chair/Department Personnel Committee (DPC)
February 2	Independent recommendations due from chair and DPC, to be placed in professional record
February 5-9	Candidate opportunity to review recommendations and correct any errors of fact noted in letters
February 12	Files to Dean's office and accessible to College Personnel Committee (CPC). **Candidate file is officially closed
March 9	Recommendations due from CPC to Dean.
April 13	Files with all recommendations due to Provost's Office
April 16-20	Opportunity for candidate rebuttal of letters of negative recommendation. Written rebuttals to be submitted to the Office of the Provost.
May 24	Provost's recommendation due to Board of Trustees with notification to candidate
June 8	Consideration of recommendations by Board of Trustees. Following Board of Trustees action, reappointment letters from deans to faculty.

Post-Tenure Review

November 3	Deans notify eligible faculty of deadlines.
January 8	Candidate files due to Chair/Department Personnel Committee (DPC)
February 2	Independent recommendations due from chair and DPC, to be placed in professional record
February 5-9	Candidate opportunity to review recommendations and correct any errors of fact noted in letters
February 12	Files to Dean's office and accessible to College Personnel Committee (CPC). **Candidate file is officially closed
March 9	Recommendations due from CPC to Dean.
April 13	Files with all recommendations due to Provost's Office
April 16-20	Opportunity for candidate rebuttal of letters of negative recommendation. Written rebuttals to be submitted to the Office of the Provost.
May 24	Provost's notification to the candidate, with recommendation due to Board of Trustees as required.
June 8	Consideration of recommendations by Board of Trustees. Following Board of Trustees action, continuation letters from deans to faculty.

Phased Retirees

January 16	Phased retirees notify their college dean in writing of their intention to teach during the following academic year.
January 26	Deans notify provost regarding phased retirees status for 2007-08.

Workload Forms

February 15	Proposed workload forms due from tenured, tenure-track and phased Faculty to Chairs
March 15	Proposed workload forms due from Chairs to Deans
June 15	Deans inform Faculty of workload for the subsequent academic year. (Note: Colleges may accelerate these timelines as necessary CBA 13.4.5(c).)