FACULTY AFFAIRS TIMELINE

Fall Semester

- August

- September
  - **Sabbatical**: Candidates submit requests to department heads
  - **Post-Tenure Review**: Dean’s Audit Committee to meet, review and write report
  - **Post-Tenure Review**: Dean’s Audit must be completed by **September 15th**
  - **Author Support**: Call is sent to departments for Author Support Applicants

- October
  - **Post-Tenure Review**: College reports due to Office of the Provost by October 1st
  - mid-October – early November
    - **P&T and CS&P**: Dossiers are due to the Colleges by **October 15th**
    - **P&T and CS&P**: Copies of Summary Data Sheets are sent to the Provost Office by **November 1st**
    - **P&T and CS&P**: College uploads dossiers to the document center

- November
  - **Sabbatical**: Departments send lists to colleges
  - **Sabbatical**: Colleges’ sabbatical committees review applicants
  - **Author Support**: applications are due in Office of the Provost by **November 15th**

- December

  **WINTER BREAK**

Spring Semester

- January
  - **Sabbatical**: Dean’s submission to Vice Provost
  - **P&T data due to ABOR**
  - **Post-Tenure Review/Annual Performance Review** materials are updated and posted to website
  - **Annual Performance Review** materials are submitted to Unit/Department
  - **P&T dossiers and CS&P dossiers** are due in the Office of the Provost by **January 15th**
  - **Author Support**: Committee meets and results are decided and applicants are notified

- February – April 14
  - **Sabbatical**: Approval/Denial sent to candidates from Dean the first week of February
  - **Annual Performance Review** provides faculty with preliminary evaluation

- March – April
  - **P&T and CS&P workshops**

- April 15 – May 15
  - **Annual Performance Review**: Unit/Dept. Head meets with individual faculty to discuss reviews
- **Annual Performance Review/Post-Tenure Review**: Department Head reviews due to Dean by May 18th
  - **April**
    - Lists of prospective candidates are sent to the colleges
    - Letters of approval or denial are due to candidates from Provost by April 30th
  - **May – July**
    - **P&T and CS&P** dossiers are prepared by candidate
  - **August – mid-October**
    - **P&T and CS&P** dossiers are reviewed in departments
  - **May**
    - **P&T and CS&P**: Feedback on prospective candidates is sent to the Office of the Provost
  - **June**
    - **Sabbaticals**: call sent to departments for requests
    - **Post Tenure Review** Memo sent to Academic Deans and Assistants
  - **July**