



Provost's Academic Calendar 2017-18

For informational purposes only. Dates are subject to change.

September 2017	
9/18	9-month faculty return. Outstanding fall term Adjunct Faculty Requests must be submitted ASAP. HAS ETM
9/18-22	Convocation activities.
9/25	Classes begin. Indefinite Tenure Review: Provost notifies department chairs to begin the review process of faculty who will undergo indefinite tenure review. Post-Tenure Review: Provost notifies deans of faculty scheduled for post-tenure review. Promotion (ETM, HAS, LIB faculty): Provost notifies department chairs/library director of faculty eligible for promotion based on time in rank.
9/27	Post-Tenure Review: Deans notify department chairs of faculty who must undergo post-tenure review.
9/29	Indefinite Tenure Review: Department chairs notify faculty who will undergo indefinite tenure review to begin updating e-portfolios . Post-Tenure Review: Department chairs notify faculty who must undergo post-tenure review to begin updating e-portfolios .



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October 2017	
10/6	<p>Annual Tenure Reappointment (2+ year faculty): Provost notifies department chairs to begin the review process for faculty on annual tenure.</p> <p>Promotion (ETM, HAS, LIB faculty): Department chairs/library director notify faculty, in writing, when they have met the minimum eligibility requirements for promotion and to begin updating e-portfolios; and notify the dean and provost's offices of faculty pursuing promotion.</p> <p>Deadline to submit sabbatical or leave without pay requests to the provost for AY 2018-19.</p>
10/20	Faculty Objective Plan (FOP) completed and forwarded to the department chair.
10/23-11/3	Department chairs meet with faculty to discuss objectives in their FOP; both the faculty and department chair sign FOP.
10/27	Movement to Annual Tenure: Provost notifies deans to begin the process of evaluating faculty within their college for movement to annual tenure effective AY 2018-19.



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November 2017	
11/3	<i>Movement to Annual Tenure:</i> Deans notify department chairs to begin the process of evaluating faculty for movement to annual tenure effective AY 2018-19.
11/10	Veteran's Day Observance – campus is closed.
11/15	<i>Annual Tenure Reappointment (2+ year faculty):</i> Department chairs forward recommendations for annual tenure reappointments to the appropriate dean.
11/17	<p>Winter term Adjunct Faculty Requests due to the deans. HAS ETM</p> <p>Committee Ethics Form</p> <p><i>Indefinite Tenure Review:</i> Department chairs form one departmental committee that will serve for indefinite tenure review and promotion review. Names of committee members, chair, date and location for comments meeting(s) are sent to the provost's office. The TR committee will inform ASOIT of meeting details and arrange for publicity by 12/8.</p> <p><i>Post-Tenure Review:</i> Department chairs form a departmental post-tenure review committee and convene a meeting within one week to select a chair. Names of committee members, chair, date and location for comments meeting(s) are sent to the provost's office. The TR committee will inform ASOIT of meeting details and arrange for publicity by 12/8.</p> <p><i>Promotion (LIB faculty):</i> Library faculty submit to the library director the list of five potential external review members; library director appoints a departmental promotion review committee. Names of committee members, chair, date and location for comments meeting(s) are sent to the provost's office.</p>
11/20	<p><i>Annual Tenure Reappointment (2+ year faculty):</i> Deans forward recommendations for annual tenure reappointments to the provost.</p> <p><i>Annual Tenure Reappointment (new faculty):</i> Provost notifies department chairs of new faculty eligible for annual tenure reappointment.</p>
11/20-12/1	Student evaluations conducted (required for all faculty).
11/22-24	Thanksgiving vacation (begins at 1 pm on 11/22).



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December 2017	
12/1	Annual Tenure Reappointment (2+ year faculty): Provost recommends annual tenure reappointments to the president.
12/4-7	Final exams week.
12/6	Movement to Annual Tenure: Department chairs forward recommendations on faculty to be moved to annual tenure to the dean.
12/8	Fall term ends. Indefinite Tenure Review: Deadline for TR committee to notify ASOIT of comment meeting(s) details and publicity. Post-Tenure Review: Deadline for TR committee to notify ASOIT of comment meeting(s) details and publicity. Annual Tenure Reappointment (2+ year faculty): President notifies faculty to be reappointed to annual tenure for AY 2018-19.
12/11	Grades are due to the registrar's office by noon. Student numerical evaluation reports available for viewing.
12/11-1/7	Winter break.
12/15	Movement to Annual Tenure: Deans forward recommendations on faculty to be moved to annual tenure to the provost.
12/25	Christmas day– campus closed.



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January 2018	
1/1	New Year's day – campus closed.
1/8	<p>Classes begin.</p> <p>Deans begin the review process for department chairs in their third year of service.</p>
1/12	<p>Department chairs forward summer session courses to the Dean of HAS (summer session director) for review and approval.</p> <p><i>Indefinite Tenure Review:</i> Faculty being reviewed for indefinite tenure submit e-portfolios to their departmental tenure review committee via T:/Faculty E-Portfolios.</p> <p><i>Post-Tenure Review:</i> Faculty undergoing post-tenure review submit e-portfolios to their departmental post-tenure review committee via T:/Faculty E-Portfolios.</p> <p><i>Promotion (LIB faculty):</i> Library faculty undergoing promotion review submit e-portfolios to their promotion review committee via T:/Faculty E-Portfolios.</p>
1/15	Martin Luther King, Jr. day – campus closed.
1/16-26	<p><i>Indefinite Tenure Review:</i> Committees hold open comments meetings.</p> <p><i>Post-Tenure Review:</i> Committees hold open comments meetings.</p>
1/19	Third-year department chairs notify their departments of upcoming chair vacancy.
1/26	Final review of summer session courses sent to department chairs.
1/29	Deadline for indefinite tenure review and post-tenure review candidates to request copies of documents from tenure review committee chairs to challenge questions of fact.



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February 2018	
2/2	<p>Summer session courses are due to the registrar.</p> <p>Deadline for tenure review committee chairs to provide copies of documentation to candidates who challenge questions of fact.</p> <p><i>Movement to Annual Tenure:</i> Provost notifies faculty who are to be moved to annual tenure effective AY 2018-19.</p> <p><i>Fixed-Term Reappointment:</i> Provost notifies department chairs to begin review of fixed-term faculty.</p> <p><i>Promotion (LIB faculty):</i> Promotion review committee reviews library faculty and prepares report. In the event of a positive recommendation, agreed-upon list of five external reviewers given to PRC chair.</p>
2/5-9	<p>Indefinite Tenure and Post-Tenure candidates may challenge questions of fact in documentation.</p>
2/9	<p><i>Annual Tenure Reappointment (new faculty):</i> Department chairs forward recommendations for reappointment of new faculty hired Fall 2017, on annual tenure, to the appropriate dean.</p> <p><i>Promotion (LIB faculty):</i> PRC chair contacts external reviewers; library director notifies candidate of PRC recommendation.</p>
2/13	<p>Deans solicit departmental faculty input regarding department chairs, by collection of written comments, in order to complete the annual evaluation of the chair's effectiveness.</p>



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February 2018 continued	
2/16	<p><i>Indefinite Tenure Review:</i> ITR committees prepare and submit reports to department chairs.</p> <p><i>Post-Tenure Review:</i> PTR committees prepare and submit reports to department chairs.</p> <p><i>Fixed-Term Reappointment:</i> Department chairs forward recommendations on fixed-term reappointment to their dean.</p> <p><i>Annual Tenure Reappointment (new faculty):</i> Deans forward recommendations on annual tenure reappointment of new faculty to the provost.</p>
2/23	<p>Spring term Adjunct Faculty Requests due to the deans. HAS ETM</p> <p><i>Indefinite Tenure Review:</i> Department chairs notify candidates in writing of the committee's recommendation. Department chair sends recommendations of committee and chair including supporting documentation to the provost.</p> <p><i>Post-Tenure Review:</i> Department chairs notify candidates in writing of the committee's recommendation. Department chair sends recommendations of committee and chair including supporting documentation to their dean.</p> <p><i>Annual Tenure Reappointment (new faculty):</i> Provost forwards recommendations on annual tenure reappointment of new faculty to the president.</p> <p><i>Fixed-Term Reappointment:</i> Deans forward recommendations for fixed-term reappointment to the provost.</p>



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March 2018	
3/2	<p>Deadline for dean to complete the third-year department chair review with departmental recommendation, and forward recommendation for reappointment/non-reappointment to the provost.</p> <p>Fixed-Term Reappointment: Provost forwards recommendations for fixed-term reappointment to the president.</p> <p>Promotion (ETM, HAS faculty): Each department chair shall appoint a five-member promotion review committee. For the sake of consistency in tenure and promotion recommendations, members of the departmental TRC will also serve on the PRC, if eligible. Names of committee members should be sent to the provost's office. The department chair shall designate a member of the PRC to convene its first meeting; then, the PRC will select a chair from within its membership. Ethics Form</p> <p>Promotion (LIB faculty): Deadline for receipt of candidate's portfolio by external reviewers.</p>
3/5-16	<p>Student evaluations are conducted (required for all non-tenured faculty). Tenured faculty may request to be evaluated.</p>
3/9	<p>Indefinite Tenure Review: Provost forwards indefinite tenure recommendations to the president.</p> <p>Post-Tenure Review: Dean submits recommendation, departmental report, and chair's letter to the provost.</p> <p>Annual Tenure Reappointment (new faculty): President notifies new faculty to be reappointed to annual tenure for AY 2018-2019.</p>
3/16	<p>Fixed-Term Reappointment: President notifies fixed-term faculty of reappointment.</p>
3/19-22	<p>Final exams week.</p>
3/23	<p>Winter term ends.</p> <p>Department recommendations for chair selection due to the dean.</p> <p>Indefinite Tenure Review: President notifies candidates of final tenure decisions.</p> <p>Post-Tenure Review: Provost notifies faculty, in writing, of post-tenure status.</p>
3/26	<p>Grades are due to the registrar's office by noon.</p> <p>Student numerical evaluation reports available for viewing.</p>



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April 2018	
4/2	Classes begin.
4/4	Provost announces Summer Productivity Grant availability (if any), and notifies faculty to prepare proposals. Faculty begin to prepare and/or update APE forms.
4/6	Deans complete annual evaluation of department chairs. Promotion (ETM, HAS faculty): Applicants submit e-portfolios to their departmental promotion review committee via T:/Faculty E-Portfolios.
4/9-20	Faculty complete APE forms and provide a copy to their department chair. Promotion (ETM, HAS faculty): Departmental PRC reviews faculty, and reports recommendation to the department chair.
4/16-27	Department chairs meet with faculty to discuss APE. Department chair completes the APE and submits it to the faculty member for concurrence or non-concurrence and comments, if any.
4/23-27	Promotion (LIB faculty): External reviewers submit letters to the PRC chair for inclusion in the candidate's portfolio.
4/27	Deadline for administrative appointment of new department chairs. Promotion (ETM, HAS faculty): The department chair will notify applicants, in writing, of the departmental PRC's recommendation. The department chair reports the recommendation to the dean. Promotion (LIB faculty): PRC and external review recommendation forwarded to PAC and the library director.
4/30-5/11	Promotion (ETM, HAS faculty): School promotion committees review applicants for promotion and report recommendations to the promotion advisory committee (PAC).



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May 2018	
5/4	Faculty member signs his/her APE form and returns it to the department chair.
5/8	Department chairs forward requests for summer session faculty to the dean.
5/11	Department chairs forward completed APE forms to the deans.
5/16	Promotion (ETM, HAS faculty): Deans notify applicants of the school promotion committee's recommendation.
5/17 - 6/7	Promotion (ETM, HAS faculty): PAC reviews applicant e-portfolios for promotion and reports recommendations to the provost.
5/18	Provost notifies faculty of commencement events.
5/25	Promotion (LIB faculty): PAC and library director submit recommendations to the provost.
5/28	Memorial Day – campus closed.
5/28 - 6/8	Student evaluations conducted (required for all faculty).



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June 2018	
6/8	Promotion (LIB faculty): Provost notifies faculty, in writing, of the promotion decision.
6/11-14	Final exams week.
6/13	Fall term Adjunct Faculty Requests due to the deans. Promotion (ETM, HAS faculty): Provost notifies faculty of promotion decisions in writing and makes announcement.
6/15	Spring term ends.
6/16	Commencement.
6/18	Grades are due to the registrar's office by noon. Student numerical evaluation reports available for viewing.
6/25	Summer session classes begin.



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July 2018	
7/4	Independence day – campus closed.
7/20	First 4-week session ends.
7/23	Second 4-week session begins.
7/30-8/10	Student evaluations conducted (online courses only). Instructors may request evaluations for on-campus courses.



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August 2018	
8/17	Second 4-week session ends. End of Summer term.
8/20	Grades are due to the registrar's office by noon. Student numerical evaluation reports available for viewing.