

2017-2018 TIMELINES

FOR ANNUAL PERFORMANCE EVALUATION / PROMOTION AND TENURE (P&T) ACTIVITIES

DATE	Candidates for P or T	Pre-tenure & College-track faculty	Post-tenure faculty
April 17	Tenure eligibility letters from VPAA to candidates due (copy to Division Heads (DHs), Chair P&T Committee).		
May 1	Tenure decision letters to VPAA due (copy to DH, Chair P&T). Promotion request letters to DH (copy to Chair P&T).		
August 1	P/T candidate APEs with finalized AOE, narratives to DH .		
August 11	All candidate Annual Performance Evaluation (APE) evaluation meetings with DH completed . 10 working days for corrections and rebuttal.		
August 25	Pre-tenure candidate APEs to P&T (w/o DH evals).		
September 1	P&T holds APE review meeting for candidates.		
September 8	Candidates' APE evaluations back from P&T . 10 working days for corrections and rebuttal.	Pre-tenure & college-track faculty Annual Performance Evaluations (APEs) (not up for P/T) due to Division Heads (DHs)	Post-tenure faculty APEs (complete AOE, Narrative of accomplishments, student evals) due to DHs
	Draft of candidates' next year's Allocation of Effort (AOE) to DHs, if not previously		

	turned in with APE on 8/1/17.		
September 22	DHs submit candidates' APEs w/ next year's AOE and DH evals to VPAA.	Pre-tenure & college-track faculty (who are not up for P/T) APE evaluation meetings completed with DHs. 10 working days for rebuttal.	APE evaluation meetings completed with DHs. 10 working days for rebuttal.
Last week of September	Candidate APE meetings with VPAA. 10 working days for rebuttal.		
September 29		Pre-tenure individuals' APEs to P&T from DHs for review (w/o DH evaluations).	
October 6 & 13		P&T holds pre-tenure APE review meetings.	
October 13	Candidate APEs back to the candidates from VPAA , after review by President.	Pre-tenure APEs back to DHs.	
		P&T reviews of pre tenure APEs (not up for P/T) to faculty members. 10 working days for corrections and rebuttal.	
October 16	Promotion and Tenure Portfolios from candidate to DHs after adding APE materials.		
October 20	P/T candidate portfolio meetings with DHs. 10 working days for rebuttal.		
October 23- November 2	P/T portfolios available to ALL faculty for viewing and comments, including members of P&T. DH letter and evaluations not included. Comments on portfolios sent to Chair P&T.		

October 27		All pre-tenure & College-track faculty APEs from DH to VPAA.	All post-tenure faculty APEs from DH to VPAA.
November		VPAA review of all pre-tenure & College-track faculty (not up for P or T) APEs. VPAA notifies , in one written document, all pre-tenure & college-track faculty of the result of the VPAA review, the opportunity for a VPAA meeting, and the need to sign the D-1 form. 10 working days after meeting/informing for rebuttal. VPAA will respond to meeting requests within 10 working days.	VPAA review of all ost-tenure faculty APEs. VPAA notifies , in one written document, all post-tenure faculty of the result of the VPAA review, the opportunity for a VPAA meeting, and the need to sign the D-1 form. 10 working days after meeting/informing for rebuttal. VPAA will respond to meeting requests within 10 working days.
November 2	DHs collect and forward all P/T portfolios to P&T for review w/ DH letters and all evaluations.		
November 3 & 10	P&T review promotion and tenure portfolios.		
November 17	Candidates receive P&T review results. 10 working days for rebuttal.		
Dec 1st^h	P/T portfolios to VPAA.		
Early December		VPAA forwards pre-tenure & college-track faculty APEs (not up for P/T) to President.	VPAA forwards regular faculty APEs to President.
Beginning of Spring Semester	VPAA meets/informs candidates of promotion/tenure recommendation. 10 working days after meeting/informing for rebuttal.		
Early Spring Semester	P/T portfolios sent from VPAA to President/Provost for review. Portfolios	APE is returned to the faculty member. Receive a copy of the President's evaluation,	APE is returned to the faculty member. Receive a copy of the President's evaluation,

	returned to candidates after completion of process.	informed of right to submit a rebuttal, and sign the D-1 form. 10 working days for rebuttal.	informed of right to submit a rebuttal, and sign the D-1 form. 10 working days for rebuttal.
April	Elections in divisions for P&T Committee membership, where needed, for the upcoming academic year.		