

Normal Timelines
For Annual Performance Evaluation /
Promotion and Tenure (P&T) Activities

Due DATE	Candidates for Promotion or Tenure	Pre-tenure & College-track faculty	Post-tenure and senior College track faculty
2nd Friday in April	Tenure eligibility letters from VPAA to candidates due (copy to division heads (DHs) & Chair P&T Committee).		
First working day in May	Tenure decision letters to VPAA due (copy to DH, Chair P&T). Promotion request letters to DH (copy to Chair P&T).		
First working day in August	P/T candidate APEs with finalized AOE, narratives to DH .		
Second Friday in August	All candidate Annual Performance Evaluation (APE) evaluation meetings with DH completed . 10 working days for corrections and rebuttal.		
Third Friday in August	Pre-tenure candidate APEs to P&T (w/o DH evals).		
Last Friday in August/First Friday in September	P&T holds APE review meeting for candidates.		
Second Friday in September	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 and senior College Track Faculty who are not pursuing promotion: APEs (complete AOE, Narrative of accomplishments,

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			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.		
Third Friday in September	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.		
Last Friday of September		Pre-tenure individuals' APEs to P&T from DHs for review (w/o DH evaluations).	
First two Fridays in October		P&T holds pre-tenure APE review meetings.	
Second Friday in October	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.	
Monday of the third week in October	Promotion and Tenure Portfolios from candidate to DHs		

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	after adding APE materials.		
Third Friday of October	P/T candidate portfolio meetings with DHs . 10 working days for rebuttal.		
Fourth week of October through first week of November	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 .		
Last Friday of October		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 post-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.
First Thursday in November	DHs collect and forward all P/T		

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	portfolios to P&T for review w/ DH letters and all evaluations.		
Fridays of the first and second weeks of November	P&T review promotion and tenure portfolios.		
Third Friday of November	Candidates receive P&T review results. 10 working days for rebuttal.		
First day of December	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 returned to candidates after completion of process.	APE is returned to the faculty member. Receive a copy of the President's evaluation , informed of right to submit a rebuttal, and sign the D-1 form. 10 working days for rebuttal.	APE is returned to the faculty member. Receive a copy of the President's evaluation , 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.		