



Operating Policy and Procedure

OP 103.02B Faculty Review Calendar Example

Candidate Name: _____
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Hire Date: 1 September 20xx

Hire Rank _____

Hire Area _____

Tenure Advisory Committee 1) _____
..... 2) _____
..... 3) _____

Annual review by dean..... 1 May of each year _____

THIRD YEAR REVIEW

Notification..... 2nd week of October 20xx (+2)

Third-Year Review Committee 3rd week of October 20xx (+2)
..... 1) _____
..... 2) _____
..... 3) _____

Meeting between candidate and committee..... 4th week of November 20xx (+3)

Dossier due 20 January 20xx (+3)

Report complete by committee..... 3rd week of February 20xx (+3)

Report given to candidate 48 hours after committed signs 3rd week of February 20xx (+3)

Dossier submitted to tenured faculty for review & vote 1st week of March 20xx (+3)

Faculty votes on progress of candidate no later than..... 15 March 20xx (+3)

Chairperson writes evaluation no later than15 March 20xx (+3)

Dean writes letter and informs CoA Chair & the candidate no later than15 April 20xx (+3)

Report response by dean or candidate 1 May 20xx (+3)

Report vote by tenured faculty 1 May 20xx (+3)

TENURE REVIEW

Notification..... mid February 20xx (+5)

External evaluators selected mid April 20xx (+5)

External evaluators 1) _____
2) _____
3) _____
4) _____
5) _____
6) _____

Confirmation of external evaluator availability by Dean June 1, 20xx (+5)

External materials due from candidate June 1, 20xx (+5)

External review letters due mid September 20xx (+5)

Dossier due for faculty review mid October 20xx (+5)

Faculty vote 1 November 20xx (+5)

Dean review letter due to provost..... mid November 20xx (+5)

Provost & President review November/December 20xx (+5)

Regent action..... mid February 20xx (+6)

COMPREHENSIVE PERFORMANCE EVALUATION I (*Repeated No Less Often Than Once Every Six Years*)

Notification..... 1 September 20xx (<+11)

Comprehensive Performance Evaluation Committee..... 1 October 20xx (<+11)

1)_____

2)_____

3)_____

Dossier due 1 November 20xx (<+11)

Initial meeting between candidate and committee 1 December 20xx (<+11)

Additional material from candidate (if any) due 1 February 20xx (<+12)

Report complete 1 May 20xx (<+12)

Committee meeting with candidate 1 May 20xx (<+12)

Response by dean or candidate.....