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 than .................. 15 March 20xx (+3)
Dean writes letter and informs CoA Chair & the candidate no later than ...... 15 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...........................................