

## **Important Due Dates for Individuals 2017-18**

### **LEAVES: Applications and Reports**

Monday, October 2, 2017 – Report on leave in academic year 2016-17 or spring 2017

Monday, October 2, 2017 – Application for leave in one or both semesters of 2018-19 or calendar year 2019

Thursday, February 1, 2018 – Memo of intent to take leave during one or both semesters of academic year 2019-20 or calendar year 2020 (*applies to tenured and tenure-eligible faculty only*)

Thursday, March 1, 2018 – Report on leave in calendar year 2017 or fall 2017

### **MERIT REVIEWS FOR ELIGIBLE FULL AND ASSOCIATE PROFESSORS**

Monday, April 2, 2018 – Materials from full and associate professors eligible for merit review

### **TENURE AND PROMOTION CANDIDATES**

Wednesday, November 15, 2017 – List of nominators of outside evaluators of scholarly work: spring 2018 promotion or tenure decisions

Friday, December 15, 2017 – Materials for outside evaluators for spring 2018 tenure decisions

Tuesday, January 16, 2018 – Materials for outside evaluators for spring 2018 promotion decisions

Tuesday, April 17, 2018 – List of nominators of outside evaluators of scholarly work: fall 2018 tenure decisions

Monday, July 16, 2018 – Materials for outside evaluators for fall 2018 tenure decisions

### **TENURE-TRACK REAPPOINTMENT CANDIDATES**

Thursday, February 1, 2018 – Candidates submit relevant materials to the CFA and to their R&P

### **FACULTY ON TERM APPOINTMENTS**

**For lecturers and senior lecturers on multi-year contracts which end at the end of 2018-19 and for lecturers and senior lecturers on one-year contracts:** Candidates submit relevant materials to the CFA and to their R&P by Thursday, February 1, 2018

### **INSTRUCTORS IN SCIENCE LABORATORY (ISLs)**

**For ISLs on their first one-year contract, eligible for reappointment to a second one-year contract:** Candidates submit relevant materials to their R&P and to the provost/dean of the college by Thursday, February 1, 2018

**For ISLs and senior ISLs on multi-year contracts which end at the end of 2018-19 and for ISLs on a one-year contract who are eligible for reappointment to a multi-year contract:** Candidates submit relevant materials to the CFA and to their R&P by Thursday, February 1, 2018

## **Important Due Dates for R&Ps 2017-18**

### **Submit Recommendations to the Committee on Faculty Appointments:**

Monday, October 2, 2017 – Reappointments of PERA faculty being reviewed in the fall

Monday, October 16, 2017 – Tenure (assistant professors)

Thursday, February 15, 2018 – Deadline for departmental R&Ps to bring recommendations for *initial* appointments to the ranks of associate professor and full professor (i.e., senior hires) to the CFA for its approval

Thursday, March 1, 2018 – Reappointments of tenure-track faculty requiring one-year notification (See *Articles of Government*, Book I, Article IX, Section 4)

Thursday, March 15, 2018 – Tenure (associate and full professors)

Monday, April 2, 2018 – Reappointments and/or promotions of PERA faculty being reviewed in the spring

Tuesday, April 17, 2018 – Promotion to full professor

### **Submit Recommendations to the Provost and Dean of the College:**

Thursday, March 1, 2018 – Recommendations for reappointments of Instructors in Science Laboratory (ISLs) on their first one-year contract, eligible for reappointment to a second one-year contract

Thursday, February 15, 2018 – Recommendations for ISLs on a one-year contract, eligible for reappointment to a multi-year contract, and for ISLs and senior ISLs on multi-year contracts which end at the end of 2018-19

Thursday, February 15, 2018 – Request to appoint an individual after her/his fourth year of service as a visiting lecturer to a term contract as lecturer

Thursday, February 15, 2018 – Recommendations for reappointment of lecturers and senior lecturers on multi-year contracts which end at the end of 2018-19 and for lecturers and senior lecturers on one-year contracts

Spring 2018 – Recommendations for contract renewals of term faculty (i.e. visiting lecturers) with one to three years of service at the college

### **Submit to the Provost and Dean of the College:**

Friday, September 15, 2017 – Verification of 2016-17 annual conversations for tenure-track faculty members and faculty on term appointments (i.e. lecturers and senior lecturers), instructors in science laboratory, and senior instructors in science laboratory; verification of 2016-17 conversations for tenured fourth-year associate professors

Monday, October 16, 2017 – Names of candidates to be considered for early promotion to full professor in spring 2018