

Important Due Dates for Individuals 2018-19

LEAVES: Applications and Reports

Monday, October 1, 2018 – Report on leave in academic year 2017-18 or spring 2018

Monday, October 1, 2018 – Application for leave in one or both semesters of 2019-20 or calendar year 2020

Friday, February 1, 2019 – Memo of intent to take leave during one or both semesters of academic year 2020-21 or calendar year 2021 (*applies to tenured and tenure-eligible faculty only*)

Friday, March 1, 2019 – Report on leave in calendar year 2018 or fall 2018

MERIT REVIEWS FOR ELIGIBLE FULL AND ASSOCIATE PROFESSORS

Monday, April 1, 2019 – Materials from full and associate professors eligible for merit review

TENURE AND PROMOTION CANDIDATES

Thursday, November 15, 2018 – List of nominators of outside evaluators of scholarly work: spring 2019 promotion or tenure decisions

Monday, December 17, 2018 – Materials for outside evaluators for spring 2019 tenure decisions

Tuesday, January 15, 2019 – Materials for outside evaluators for spring 2019 promotion decisions

Tuesday, April 16, 2019 – List of nominators of outside evaluators of scholarly work: fall 2019 tenure decisions

Monday, July 15, 2019 – Materials for outside evaluators for fall 2019 tenure decisions

TENURE-TRACK REAPPOINTMENT CANDIDATES

Friday, February 1, 2019 – 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 2019-20 and for lecturers and senior lecturers on one-year contracts: Candidates submit relevant materials to the CFA and to their R&P by Friday, February 1, 2019

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 Friday, February 1, 2019

For ISLs and senior ISLs on multi-year contracts which end at the end of 2019-20 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 Friday, February 1, 2019

Important Due Dates for R&Ps 2018-19

Submit Recommendations to the Committee on Faculty Appointments:

Monday, October 1, 2018 – Reappointments of PERA faculty being reviewed in the fall

Monday, October 15, 2018 – Tenure (assistant professors)

Friday, February 15, 2019 – 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

Friday, March 1, 2019 – Reappointments of tenure-track faculty requiring one-year notification (See *Articles of Government*, Book I, Article IX, Section 4)

Friday, March 15, 2019 – Tenure (associate and full professors)

Monday, April 1, 2019 – Reappointments and/or promotions of PERA faculty being reviewed in the spring

Tuesday, April 16, 2019 – Promotion to full professor

Submit Recommendations to the Provost and Dean of the College:

Wednesday, March 1, 2019 – Recommendations for reappointments of Instructors in Science Laboratory (ISLs) on their first one-year contract, eligible for reappointment to a second one-year contract

Friday, February 15, 2019 – 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 2019-20

Friday, February 15, 2019 – Request to appoint an individual after her/his fourth year of service as a visiting lecturer to a term contract as lecturer

Friday, February 15, 2019 – Recommendations for reappointment of lecturers and senior lecturers on multi-year contracts which end at the end of 2019-20 and for lecturers and senior lecturers on one-year contracts

Spring 2019 – 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:

Monday, September 17, 2018 – Verification of 2017-18 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 2017-18 conversations for tenured fourth-year associate professors

Monday, October 15, 2018 – Names of candidates to be considered for early promotion to full professor in spring 2019