

## **Important Due Dates for Individuals 2019-20**

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

Tuesday, October 1, 2019 – Report on leave in academic year 2018-19 or spring 2019

Tuesday, October 1, 2019 – Application for leave in one or both semesters of 2020-21 or calendar year 2021

Monday, February 3, 2020 – Memo of intent to take leave during one or both semesters of academic year 2021-22 or calendar year 2022 (*applies to tenured and tenure-eligible faculty only*)

Monday, March 2, 2020 – Report on leave in calendar year 2019 or fall 2019

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

Tuesday, March 31, 2020 – Materials from full and associate professors eligible for merit review

### **TENURE AND PROMOTION CANDIDATES**

Friday, November 15, 2019 – List of nominators of outside evaluators of scholarly work: spring 2020 promotion or tenure decisions

Monday, December 16, 2019 – Materials for outside evaluators for spring 2020 tenure decisions

Wednesday, January 15, 2020 – Materials for outside evaluators for spring 2020 promotion decisions

Wednesday, April 15, 2020 – List of nominators of outside evaluators of scholarly work: fall 2020 tenure decisions

Wednesday, July 15, 2020 – Materials for outside evaluators for fall 2020 tenure decisions

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

Monday, February 3, 2020 – 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 2020-21 and for lecturers and senior lecturers on one-year contracts:** Candidates submit relevant materials to the CFA and to their R&P by Monday, February 3, 2020

### **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 Monday, February 3, 2020

**For ISLs and senior ISLs on multi-year contracts which end at the end of 2020-21 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 Monday, February 3, 2020

## **Important Due Dates for R&Ps 2019-20**

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

Tuesday, October 1, 2019 – Reappointments of PERA faculty being reviewed in the fall

Tuesday, October 15, 2019 – Tenure (assistant professors)

Monday, February 17, 2020 – 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

Monday, March 2, 2020 – Reappointments of tenure-track faculty requiring one-year notification (See *Articles of Government*, Book I, Article IX, Section 4)

Monday, March 16, 2020 – Tenure (associate and full professors)

Wednesday, April 1, 2020 – Reappointments and/or promotions of PERA faculty being reviewed in the spring

Wednesday, April 15, 2020 – Promotion to full professor

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

Monday, March 2, 2020 – Recommendations for reappointments of Instructors in Science Laboratory (ISLs) on their first one-year contract, eligible for reappointment to a second one-year contract

Monday, February 17, 2020 – 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 2020-21

Monday, February 17, 2020 – Request to appoint an individual after her/his fourth year of service as a visiting lecturer to a term contract as lecturer

Monday, February 17, 2020 – Recommendations for reappointment of lecturers and senior lecturers on multi-year contracts which end at the end of 2020-21 and for lecturers and senior lecturers on one-year contracts

Spring 2020 – 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 16, 2019 – Verification of 2018-19 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 2018-19 conversations for tenured second- and fifth-year associate professors

Tuesday, October 15, 2019 – Names of candidates to be considered for early promotion to full professor in spring 2020