

2020-2021

PERSONNEL ACTION CALENDAR SUMMARY

TENURE REVIEW PROCESS (PAC-27)

- By September 11, 2020 The tenure candidate submits to their Department Chair/Associate Dean the required tenure portfolio and supporting documents. The Department Chair/Associate Dean will place the portfolio and supporting documents in a secure place for review by the Department Tenure Committee.
- By September 25, 2020 The Department Tenure Committee will have reviewed the portfolios, submitted a written evaluation of the strengths and evaluated weakness of the portfolio along with a vote which affirms or denies their support of the portfolio to the candidate, and forwarded the portfolio to the Department Chair/Associate Dean.
- By October 2, 2020 Candidates will have sent any letter of response to the evaluation to the Department Chair/Associate Dean.
- By October 9, 2020 The Department Chair/Associate Dean will have evaluated the portfolios, added his/her written evaluation to the portfolio, delivered a copy of the evaluation to the candidate, and forwarded the portfolio to the College Tenure Committee.
- By October 16, 2020 Candidates will have sent any letter of response to the evaluation to the College Tenure Committee.
- By October 23, 2020 The College Tenure Committee will have evaluated the portfolios, delivered a copy of the written evaluation to the candidate, and forwarded their recommendation to the College Dean.
- By October 30, 2020 Candidates will have sent any letter of response to the evaluation to the College Dean.
- By November 6, 2020 The College Dean will have evaluated the portfolios, delivered a copy of the written evaluation to the candidate, and forwarded a final recommendation and the tenure portfolios to the Provost who will place them in a secure area for review by the University Tenure Committee.
- By November 13, 2020 Candidates will have sent any letter of response to the Chair of the University Tenure Committee.
- By November 20, 2020 The University Tenure Committee will have evaluated the portfolios, given written evaluations along with the

	vote to the candidates with copies to the Provost.
By December 4, 2020	Candidates will have sent any letter of response to the evaluations to the Provost.
By December 11, 2020	The Provost will have made recommendations to the President who will make recommendations to the Board of Regents.
At Least Two Weeks Before The BOR meets	The President will have informed each candidate, in writing, of the decision.
Prior to BOR meeting	Candidates may request a meeting with the Provost

SABBATICAL LEAVE OF ABSENCE (PAC-17)

By September 11, 2020	The faculty member applying for sabbatical leave for the upcoming fiscal year submits his/her request, on the appropriate form, to the Department Chair/Associate Dean. Applications may be submitted a year in advance. Applications submitted a year in advance will be reviewed a year in advance. If a sabbatical leave is denied, a new application may be filed.
By September 25, 2020	The applications shall be reviewed by the Department Leave Committee (composed of tenured faculty members) and recommendations and applications submitted to the Department Chair/Associate Dean.
By October 9, 2020	The applications shall be reviewed by the Department Chair/Associate Dean and recommendations and applications shall be submitted to the College Dean.
By October 23, 2020	The applications shall be reviewed by the College Dean and recommendations and applications shall be submitted to the Provost.
By October 30, 2020	The Provost shall submit applications and recommendations to the Excellence in Teaching Committee.
By November 13, 2020	The applications shall be reviewed by the Excellence in Teaching Committee and recommendations given to the Provost.
By November 20, 2020	The Provost will send the recommendations to the applicants.

By November 30, 2020	The candidate may respond to any negative recommendations to the Provost.
By December 4, 2020	The Provost will make recommendations to the President. The President will make the final recommendation to the Board of Regents.
Within One Week After the BOR's Decision	The President will inform each applicant, in writing, of the Board's decision.

PROMOTION REVIEW PROCESS (Pac-2)

By January 15, 2021	The promotion candidate submit to their Department Chair/Associate Dean required promotion portfolio and supporting documents.
By January 29, 2021	The Department Promotion Committee will have reviewed the portfolios and supporting documents and provided a written evaluation, signed by all committee members, to the candidates. The portfolios and supporting documents will be submitted to the Department Chair/Associate Dean.
By February 5, 2021	The candidate may respond to any negative recommendations to the Department Chair/Associate Dean.
By February 19, 2021	The Department Chair/Associate Dean will have reviewed the portfolios and supporting documents, provided a copy of the evaluation to the candidates, and forwarded the portfolios to the Dean.
By March 5, 2021	The candidate may respond to any negative recommendations to the College Dean.
By March 19, 2021	The College Dean will have reviewed the portfolios, provided a written evaluation to the candidates, and forwarded all materials to the University Promotion Committee.
By April 2, 2021	The promotion candidate may add a letter of response to the University Promotion Committee responding to any or all of the written evaluations.
By April 16, 2021	The University Promotion Committee will have reviewed the portfolios and provided a written evaluation to the candidates.

By April 30, 2021	The promotion candidate may add a letter of response to the Provost responding to any or all of the written evaluation. The University Promotion Committee will have forwarded all portfolios, evaluations, and their final recommendation to the Provost.
By May 14, 2021	The Provost will have reviewed all materials, met with the University Promotion Committee, and made a recommendation to the President. The President will make the final recommendation to the BOR.
Within Two Weeks Before the BOR's Decision	The President will have informed each candidate, in writing, of the decision.
Prior to BOR Meeting	Candidates not recommended for promotion may request to meet with the Provost.

EDUCATIONAL LEAVE OF ABSENCE (PAc-28)

By December 4, 2020	The faculty member applying for educational leave for the upcoming fiscal year submits his/her request, on the appropriate form, to the Department Chair/Associate Dean.
By January 22, 2021	The applications shall be reviewed by the Departmental Leave Committee and recommendations and applications submitted to the Department Chair/Associate Dean.
By February 5, 2021	The applications shall be reviewed by the Department Chair/Associate Dean and recommendations and applications shall be submitted to the College Dean.
By February 19, 2021	The applications shall be reviewed by the College Dean and recommendations and applications shall be submitted to the Provost.
By February 26, 2021	The Provost shall submit applications and recommendations to the Excellence in Teaching Committee.
By March 5, 2021	The applications shall be reviewed by the Excellence in Teaching Committee and recommendations given to the Provost.
By April 2, 2021	The Provost will submit recommendations to the President. The President will make the final recommendation to the Board of Regents.

Within One Week After
the BOR's Decision

The President will have informed each candidate, in
writing, of the decision.

EMERITUS STATUS FOR FACULTY (Pac-3)

By March 12, 2021

Department Chairs/Associate Deans will request the
tenured faculty members in the retiree's department to
send their recommendations directly to the University
Promotion Committee for its consideration and
recommendation.

Department Chairs/Associate Deans and College Deans
will send their recommendations directly to the Provost.

By March 26, 2021

University Promotion Committee will send their
recommendations to the Provost.

On or Before
April 9, 2021

The Provost reviews and submits recommendations to
the President, who in turn recommends to the Board of
Regents, who will make the final decision.

Within One Week
After the BOR's Decision

The President informs candidates of the Board's
decision.

CONTRACT RENEWAL OR NON-RENEWAL (Pac-27, TENURE REVIEW)

FACULTY WITH MORE THAN ONE YEAR BUT LESS THAN TWO YEARS OF SERVICE:

October 2, 2020

Portfolio due to Department Tenure Committee

October 16, 2020

Prior to this date faculty should have been reviewed
by Department Tenure Committee, written feedback
delivered to the candidate and the tenure portfolios
delivered to the Department Chair/Associate Dean.

By October 23, 2020

Candidates will have sent any letter of response to the
Department Chair/Associate Dean.

On or before October 30, 2020	Department Chairs/Associate Deans recommendations will be submitted to the Dean.
By November 6, 2020	Candidates will have sent any letter of response to the Dean.
On or Before November 13, 2020	College Deans' recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.
By November 20, 2020	Candidates will have sent any letter of response to the Provost.
On or Before December 4, 2020	The Provost will recommend faculty for renewal or non-renewal to the President.
On or Before December 11, 2020	Faculty will receive written notification of non-renewal of contract from the President.
In June 2021 (tentative)	Board of Regents review and approve the Roster and Operating Budget.
Within Two Weeks After the BOR's Approval	Letters of continuous appointment will be issued.

FACULTY WITH LESS THAN ONE YEAR OF SERVICE:

January 15, 2021	Portfolio due to Department Tenure Committee
On or Before January 29, 2021	Prior to this date, faculty should have been reviewed by Department Tenure Committee and recommendations will be submitted to the Department Chair/Associate Dean.
By February 5, 2021	Candidates will have sent any letter of response to the Department Chair/Associate Dean.
On or Before February 12, 2021	Department Chair/Associate Dean recommendation sent to the College Dean
By February 19, 2021	Candidates will have sent any letter of response to the College Dean.

On or Before February 26, 2021	College Dean's recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.
By March 5, 2021	Candidates will have sent any letter of response to the Provost.
On or Before March 12, 2021	The Provost will recommend faculty for renewal or non-renewal to the President.
On or Before March 26, 2021	Faculty will receive written notification of non-renewal of contract from the President.
In June, 2021 (tentative)	Board of Regents to review and approve Roster and Operating Budget.
Within Two Weeks After Board's Approval	Letters of continuous appointment will be issued.

FACULTY WITH TWO OR MORE YEARS OF SERVICE:

January 15, 2021	Portfolio due to Department Tenure Committee
On or Before January 29, 2021	Prior to this date, faculty should have been reviewed. Department Tenure Committee and portfolio will be submitted to the Department Chair/Associate Dean.
By February 5, 2021	Candidate will have sent any letter of response to the Department Chair/Associate Dean.
On or Before February 12, 2021	Department Chair/Associate Dean recommendations for renewal or non-renewal will be submitted to the College Dean.
By February 26, 2021	Candidate will have sent any letter of response to the Dean.
On or Before March 5, 2021	College Deans' recommendations for renewal or non-renewal of faculty contract(s) will be submitted to the Provost.
By March 12, 2021	Candidate will have sent any letter of response to the Provost.
On or Before March 26, 2021	The Provost will recommend faculty for renewal or non-renewal to the President.
On or Before April 2, 2021	The President will notify faculty of non-renewal of contract for the year following the upcoming academic

Year.

In June, 2021
(tentative)

Board of Regents review and approve Roster and
Operating Budget.

STANDING COMMITTEES

On or Before
September 11, 2020

All University Standing Committees for fiscal year
2019-2020 should have held an organizational/
informational meeting.

Flexible Workload/Reassigned Time

On or before
September 25, 2020

Summer and Spring semester requests for
faculty release/reassigned time due to the Provost.

On or before
February 26, 2021

Fall semester requests for faculty
release/reassigned time due to the Provost.