

2021-2022 Academic Year Calendar for Retention, Tenure, & Promotion	3rd/5th OYR
Faculty Eligible to apply for Promotion 1) notify department chair in writing if not applying for promotion during AY2021-22 (see CBA 14.3).	n/a
Faculty who wish to apply for early Tenure and Promotion or early Promotion must 1) declare intent to Faculty Affairs by requesting a case. 2) request meeting with the Provost per APM. <i>Reminder: submit a letter outlining accomplishments to the Provost 2 weeks prior to scheduled appointment.</i> 3) inform the Dean and the Department Chair for committee formation	8/25/2021 5:00:00 PM*
Evaluation Criteria must be made available to faculty member by the 14th day of instruction. (CBA Article 15.3)	Tue, Sep 7, 2021 5:00 PM
Department chair 1) declares in writing intent for all reviews to the Dean; and 2) certifies members of the elected committee to Faculty Affairs.	Fri, Sep 10, 2021 5:00 PM
Early Tenure/Promotion: Appointments with the Provost should be completed.	Fri, Sep 24, 2021 5:00 PM
Dean: Last day to notify faculty of material being added to their PAF.	Fri, Sep 17, 2021 5:00 PM
Dean: Case File (WPAF) closes.	Fri, Oct 1, 2021 11:59 PM
Candidates: Case closes, submit case.	Sun, Sep 26, 2021 11:59 PM
Department Review: First day to begin review	Mon, Sep 27, 2021
Department level review deadlines (Department Chair only if making a separate recommendation) 1) Department Review Committee Members: complete the access log in the case file 2) Department Review Committee Chair: load the recommendation and complete the form. 3) Department Chair: load the recommendation, complete the form. 4) Department: share comments and forms with candidate. Note: Do not forward the case to the next level at this time.	Fri, Oct 22, 2021 5:00 PM
Faculty candidate: Period to consult with reviewers. Faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation.	10-DAY RESPONSE PERIOD
Faculty: Deadline to request a meeting with department (to be scheduled within the 10 day response period)	n/a
Faculty: Deadline to submit a written response	n/a
Department Level: Forward case to the School/College Committee and/or Dean do not forward early.	Mon, Nov 1, 2021 5:00 PM
School/College Committee and Dean: First day to begin review	n/a
School/College Committee deadline: 1) Committee Members: complete the access log in the case file 2) Committee Chair: load the recommendation and recommendation form 3) Committee Chair: share with the Candidate Note: Do not forward the case to the next level. The Dean will forward the case.	n/a
Dean deadline: 1) Complete log form. 2) Load recommendation and complete recommendation form 3) Share the files with the candidate Note: Do not forward the case to the next level at this time.	Mon, Nov 30, 2020 5:00 PM
Faculty: Timeframe to consult with reviewers. Ten (10) day period where faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation.	n/a
Faculty: Deadline to request a meeting with committee and/or Dean (to be scheduled within the 10 day response period)	n/a
Faculty: Deadline to submit a written response	n/a
Dean: Forward case to the Provost	n/a
Faculty: Faculty members whose cases were sent to UBRTTP may request a 30 minute meeting with UBRTTP prior to case review	n/a
UBRTTP Committee deadline: 1) Committee Members: Complete the access log in the case file 2) Committee Chair: Load the recommendation and recommendation form 3) Committee Chair: Share with the Candidate	n/a
Faculty: Timeframe to consult with reviewers. Ten (10) day period where faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation	n/a
Faculty: Deadline to request a meeting with UBRTTP (to be scheduled within the 10 day response period)	n/a
Faculty: Deadline to submit a written response to UBRTTP	n/a
UBRTTP: Forward Case to Provost	n/a
Provost's anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)	n/a
Contractual Deadline	n/a

* Updated 8/20/2021