

2021-2022 Academic Year Calendar for Retention, Tenure, & Promotion	Promotion
Faculty Eligible to apply for Promotion 1) notify department chair in writing if not applying for promotion during AY2021-22 (see CBA 14.3).	8/25/2021 5:00:00 PM*
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, Oct 8, 2021 5:00 PM
Dean: Case File (WPAF) closes.	Fri, Oct 15, 2021 11:59 PM
Candidates: Case closes, submit case.	Sun, Oct 17, 2021 11:59 PM
Department Review: First day to begin review	Mon, Oct 18, 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. <b>Note: Do not forward the case to the next level at this time.</b>	Fri, Nov 5, 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)	Wed, Nov 10, 2021 5:00 PM
Faculty: Deadline to submit a written response	Mon, Nov 15, 2021 5:00 PM
Department Level: Forward case to the School/College Committee and/or Dean - <b>do not forward early.</b>	Tue, Nov 16, 2021
School/College Committee and Dean: First day to begin review	Wed, Nov 17, 2021
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 <b>Note: Do not forward the case to the next level. The Dean will forward the case.</b>	Tue, Jan 18, 2022 5:00 PM
Dean deadline: 1) Complete log form. 2) Load recommendation and complete recommendation form 3) Share the files with the candidate <b>Note: Do not forward the case to the next level at this time.</b>	1/18/2022 5:00:00 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.	10-DAY RESPONSE PERIOD
Faculty: Deadline to request a meeting with committee and/or Dean (to be scheduled within the 10 day response period)	Fri, Jan 28, 2022 5:00 PM
Faculty: Deadline to submit a written response	Fri, Jan 28, 2022 5:00 PM
Dean: Forward case to the Provost	Mon, Jan 31, 2022 5:00 PM
Faculty: Faculty members whose cases were sent to UBRTTP may request a 30 minute meeting with UBRTTP prior to case review	Consult with UBRTTP for Deadline
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	Fri, Mar 18, 2022 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	10-DAY RESPONSE PERIOD
Faculty: Deadline to request a meeting with UBRTTP (to be scheduled within the 10 day response period)	Wednesday, March 23, 2022
Faculty: Deadline to submit a written response to UBRTTP	Monday, March 28, 2022
UBRTTP: Forward Case to Provost	Mon, Mar 28, 2022 5:00 PM
Provost's anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)	Wed, May 11, 2022
Contractual Deadline	Wed, Jun 15, 2022

\* Updated 8/20/2021; \*\* Corrected to match 8/26/2021