

## FACULTY COMPREHENSIVE CALENDAR

<b>FROM</b>	<b>TO</b>	<b>DATE</b>
Sabbatical Application - Candidate	Department Chairperson	September 1
Sabbatical Letter of Recommendation from Department Chairperson	Dean of College and Chair of Professional Leave Committee	September 15
Sabbatical Letter of Recommendation from Dean of College	Chair of Professional Leave Committee	October 1
Sabbatical Interviews of Candidates	Conducted by Professional Leave Committee`	October 2-20
Promotion/Tenure Candidate	Department Chairperson	October 15
Sabbatical Recommendations and Rankings from Professional Leave Committee	Faculty Senate and Provost/VP of Academic and Student Affairs	October 25
Sabbatical Recommendations and Comments from Faculty Senate	Provost/VP of Academic and Student Affairs	Within 5 days of FS meeting
Sabbatical Recommendations – Provost	President	
Sabbatical Recommendations – President	Board of Governors	At Nov/Dec. BoG meeting
Promotion & Tenure Candidate Application	Department Chairperson	October 17
P&T Peer Reviewers – Recommendation Letters	Department Chairperson	October 17
P&T Applications - Department Chairperson	Department Committee	October 17
P&T Department Committee	Department Chairperson	November 10
P&T Recommendations - Chairperson	Dean and Candidate	December 1
P&T - Candidate	Dean (response to Chairperson's recommendation - optional)	December 4
Faculty Self-Evaluations – Faculty member	Due to Department Chairperson	January 22
P&T Recommendations - Dean	Provost/Vice President for Academic Affairs and Candidate	First Day of Spring Classes
Candidate	Request to P&T Chairperson to Appear Before Subcommittee (optional)	Fourth Day of Spring Classes

P&T Packets - Provost/VP for Academic Affairs	Senate Promotion & Tenure Committee	Fourth Day of Spring Classes
P&T - Candidate	Provost/Vice President for Academic Affairs (response to Dean's recommendation - optional)	Fourth Day of Spring Classes
Faculty Evaluations/Reappointment Forms – Dept. Chairperson	Due to College Dean	February 15
Governors Distinguished Professor Award Applications – Candidate	Office of Academic Affairs (submit 9 copies) Dept. Chair (submit 1 copy in lieu of evaluation)	January 22
Outside Peer Review Recommendations for Gov. DPP Award – Reviewer	Office of Academic Affairs	January 22
Faculty Evaluations/Reappointment Forms – College Dean	Due to Office of Academic Affairs	February 25
Jesse Lee Myers and James V. Mehl Award Nominations/Applications – Nominator or Candidate	Dean	April 1
James Scanlon Service Award – Applicant	Provost/Vice President for Academic Affairs	April 1
Faculty Evaluations/Reappointment Forms – Provost/VP	Due back to Faculty members (copies to chairpersons and deans)	First Friday in April
Senate Promotion & Tenure Committee	Provost/Vice President for Academic Affairs and Candidate	April 4
P&T - Candidate	Provost/Vice President for Academic Affairs (response to Committee's recommendation - optional)	April 7
P&T Recommendations - Provost/Vice President for Academic Affairs	President and Candidate	May 5
P&T - Candidate	President (response to Provost/VP's recommendation - optional)	May 8
P&T - President	Board of Governors	May Board meeting
Governors Distinguished Professor Awardees	Announcement by Provost	Announcement no later than June 1

(January 2012)