

PROBATIONARY REVIEWS

(4th & 6th Year Schedule)

(For promotion to Professor, please see separate schedule.)

[Procedure 12.01.01.R1, Implementing Faculty Tenure and Promotion](#)

DEADLINE*	ACTION
April 16	Provost Office issues call to college for a list of 4 th and 6 th year probationary candidates. List must include names of all tenured faculty in the candidate's department.
April 23 (NLT)	College forwards its list of 4 th and 6 th year probationary candidates to the Provost Office. List must include names of all tenured faculty in the candidate's department.
April 24	Provost Office forwards comprehensive list of candidates and tenured faculty in the candidate's department to Innovation Digital Learning.
Spring (NLT May 1)	Department head contacts external reviewers to request external letters for 6 th year probationary candidates. <i>(External letters are not required for 4th year reviews.)</i>
Spring (May 1 – May 15)	Colleges conduct elections for College T&P Committee.
May 15	Candidate and department head granted full access to the candidate's shell.
May 18	College submits list of College T&P Committee members to Provost Office.
Aug 15	Last date for department heads to add external letters to candidate's shell. Candidates do not have access to view external letters. <i>(External letters are not required for 4th year reviews.)</i>
Sept 1	Candidate's full access is removed from shell. Department head's full access will continue.
Sept 1	Department head gives the Department T&P Committee its charge.
Sept 2	Department T&P Committee members are granted viewing access to the shell.
Sept 16	Department T&P Committee members viewing access is removed. Chair of Department T&P Committee is granted full access.
Sept 23	Last date for Chair of the Department T&P Committee to submit the Chair's summary report and committee members' ballots to shell.
Sept 24	Chair of Department T&P Committee's full access is removed.
Sept 29	Last date for department head to submit their recommendation letter.
Sept 30	Department head's full access is removed.
Oct 1	Dean gives College T&P Committee its charge.
Oct 2	College T&P Committee members are granted viewing access to shell.
Oct 14	Last date for College T&P Committee members to forward their ballots to the Committee Chair for consideration in the Chair's summary report.
Oct 15	College T&P Committee members viewing access is removed. Chair of College T&P Committee is granted full access.
Oct 22	Last date for Chair of the College T&P Committee to upload the Chair's summary report to shell.
Oct 23	Chair of College T&P Committee's full access is removed.
Oct 24	Dean is granted viewing access to the shell.

Oct 24	Dean's administrative assistant is granted full access to the candidate's shell and begins the review to ensure portfolio is accurate and complete.
Nov 14	Last day for dean's recommendation letter to be uploaded to the shell.
Nov 14	College administrative assistant completes review ensuring portfolio is accurate and complete.
Nov 15	College administrative assistant's full access is removed.
Nov 30	University T&P Committee granted viewing access to all candidates' shells.
Dec 15	University T&P Committee meets to discuss probationary and promotion candidates.
Dec 15	Last date for University T&P Committee to complete its review and notify the provost of its recommendation.
Dec 16	University T&P Committee members' viewing access is removed (excluding Provost and Chief of Staff).
Dec 16 – Jan 16	Provost Review
Jan 20	Provost Office notifies candidates of the provost's recommendation.
Jan 20 - Feb 10	President Review
Feb 15	President Office notifies candidates of the president's recommendation.

*IF THE DEADLINE FALLS ON A WEEKEND OR HOLIDAY, THE DUE DATE IS THE NEXT BUSINESS DAY.