

(Deletions are in strikethrough, additions are underlined;
these are pages 204-209, FPPM 2013-14)

APPENDIX B

Time Tables for Reviews of Faculty

If any date falls on a weekend, the due date is the next Monday.
If any date falls on a weekend or University recognized holiday, the due date is the next business day.

Time Table for Promotion Review

Fall Semester

beginning of contract period

Department Chair gives to **all new faculty** copies of the department policies on promotion.

By August 29 **Department Chair** provides to **Chair of Department Promotion and Tenure Committee** a list of faculty who wish to be considered for promotion.

by September 3 Promotion candidates submit files to Department Chair (or to Chair of the Department **Promotion and Tenure** Committee if candidate is the Department Chair). *(add a period here)*

on September 4 **Department Chair** provides to ~~department~~ **Chair of the Department Promotion and Tenure** Committee the files of promotion candidates.

by September 8 **Department Promotion and Tenure** Committee circulates files of promotion candidates to members and notifies candidates of any missing items. All missing materials must be submitted by the candidate within one week of notification.

By September 15 The file is now considered complete; no new materials may be added except for a letter of exception or clarification as provided in [Appendix C, 2k.](#)

by October 7 **Department Promotion and Tenure** Committee returns file of promotion candidates to Department Chair.

by October 14 **Department Chair** and **Department Promotion and Tenure** Committee exchange letters of recommendation. Department Chair provides copies of

Comment [a1]: should be the Dept. Promotion and Tenure Committee

both letters to promotion candidate. Both letters are to be addressed to the promotion candidate ~~and copied to the College Dean and PVPAA.~~

Comment [a2]: This was already approved at the Senate meeting of April 28, 2011. The copies to the dean and PVPAA are not sent until after the opportunity for reconsideration (see Nov. 4)

by October 21 **Department Promotion and Tenure Committee** and/or **Department Chair** meet with any candidate receiving negative recommendation, if requested.

by October 27 **Candidate** files written request for reconsideration of a negative recommendation with **Department Promotion and Tenure Committee** and/or **Department Chair**.

by November 3 **Department Promotion and Tenure Committee** and/or **Department Chair** replies in writing to written requests for reconsideration.

by November 4 In the case of favorable recommendations, Department Chair and Department Promotion and Tenure Committee send to **College Dean** promotion files and recommendations. If one or both recommendations are unfavorable, the department chair shall transmit them only at the written request of the promotion candidate.

Comment [a3]: Ref.: p. 108d

by November 27 **Dean** completes promotion recommendations and sends letter to candidate, **Department Chair**, and **Department Promotion and Tenure Committee Chair**. The recommendation letters are to be addressed to the promotion candidate.

by December 4 **Candidate** files written request for reconsideration of negative recommendation with **Dean**.

by December 10 **Dean** replies in writing to any written request for reconsideration.

by December 11 **Dean** sends promotion recommendations and files to the **Provost and Vice President for Academic Affairs (PVPAA)**. **The PVPAA** will receive all previous letters in the probationary review process.

(insert highlighted text below here)

by January 5 **PVPAA** completes promotion recommendations and sends letter to candidate, **Department Chair**, **Department Promotion Committee Chair**, and respective **Dean**. Recommendation letters are to be addressed to the promotion candidate.

by January 12 **Candidate** files written request for reconsideration of negative recommendation with **PVPAA**.

by January 14 **PVPAA** replies in writing to written request for reconsideration of negative recommendation.

(move the highlighted text up, insert after December 11 text)

Spring Semester

during semester

(by May 1) ~~Department faculty elect members, as needed, to Department Promotion Committee to serve following year.~~

~~Department Promotion Committee elects officers for following year.~~

Comment [a4]: This is already stated at the end of the timeline so either move it up to before the Jan 5 entry, or delete because it's restated at the end.

by January 17 **Candidate** may request a hearing by the **Faculty Status and Grievances Committee** regarding a negative recommendation.

on February 7 If the **Faculty Status and Grievances Committee** has granted a hearing, it provides its report to the **PVPAA**.*

on February 10 **PVPAA** sends promotion recommendations to the **President**.

By last day of February **President** completes promotion recommendations and sends letter to candidate, Department Chair, Department Promotion Committee Chair, and respective Dean. The recommendation letter is to be addressed to the promotion candidate.

Comment [a5]: These items were approved by the Senate on April 28, 2011. Ref. p. 108e, where it specifies that the decision of the VPAA is "subject to approval by the President and Board of Visitors", so there needed to be a point by which the President acts upon the recommendation. Also see Appendix C-8

By March 7 Candidate files written request for reconsideration of negative recommendation with the Board of Visitors to the Administrative Assistant to the Board of Visitors. A copy of the written request must be sent to the Faculty Status and Grievances Committee. The Faculty Status and Grievances Committee will provide the Administrative Assistant to the Board of Visitors and the Candidate an audio recording of the hearing for review with a cover letter reminding the Rector that the chair of the Faculty Status and Grievances Committee or one of its members can be available to answer questions.

Comment [a6]: This item was also approved on April 28, 2011, as part of the appeals process provided to candidate. See also p. 219, Appendix C-9.

March Board Meeting

Board of Visitors acts on promotion recommendations from **President**.

by May 1 Completion of election of members and officers of **Department Promotion and Tenure Committee** for following year (see beginning of Spring Semester).

by May 2 **PVPAA** provides **Dean of the College** and **Department Chair** list of faculty eligible for promotion the following year, and **Department Chair** provides list to **department members** and **Chair of Department Promotion and Tenure Committee**.

Comment [a7]: Ref. p. 108b and also Appendix C, 5c.

*If the candidate has requested a hearing by January 17, but the Status and Grievances Committee believes it will be unable to complete its report by February 7, the Committee and the candidate may jointly ask for a delay. In such cases, the PVPAA and the President will normally postpone action on the case until the Status and Grievances Committee has completed its report, and the Board of Visitors will postpone action on the case until its summer Board meeting.

Comment [a8]: Insert a page break here before the next timetable. In FPPM it's very messy not to have each timetable begin on a new page.

Time Table for Probationary Review of Tenure Track Faculty in their Second Through Fifth Years of Employment, and Lecturers and Clinical Educators in their First Semester*

Comment [a9]: The Probationary timetable on pages 206-208 has been split into 2 timetables.

Fall Semester

beginning of contract period

Department Chair gives all new faculty copies of department policies on probationary review. **Department Promotion and Tenure Committee** meets with the probationary faculty member during the first semester to set expectations and to discuss the probationary review process.

Comment [a10]: Ref. p. 97, no. 3

by August 29

Department Chair provides to **Chair of Department Promotion and Tenure Committee** a list of faculty for probationary review, i. e., those in their first, second, third, fourth, and through fifth years of full-time teaching, and lecturers and clinical faculty in their first semester.

Comment [a11]: Should be the Promotion and Tenure Committee

by September 3

Probationary candidates submit files to **Department Chair** (or to **Chair of the Department Tenure Committee** if candidate is the **Department Chair**).

by September 4

Department Chair provides to **Chair of the Department Promotion and Tenure Committee** the files of probationary faculty members in the second, third, fourth, or through fifth year of full-time teaching, and lecturers and clinical faculty in their first semester.

by September 8

Department Promotion and Tenure Committee circulates files of probationary review faculty to members and notifies probationary faculty members of any missing items. **All missing materials must be submitted by the candidate within one week of notification.**

By September 15

The file is now considered complete; no new materials may be added except for a letter of exception or clarification as provided in [Appendix C.2k](#).

by October 25

Department Promotion and Tenure Committee returns files of probationary faculty to **Department Chair**.

by October 31 **Department Chair and Department Promotion and Tenure Committee** exchange letters of recommendation for probationary faculty members in their second, third, fourth, and through fifth years of full-time teaching, and lecturers and clinical faculty in their first semester. **Department Chair** forwards copies of both letters to the probationary faculty member. The recommendation letter is to be addressed to the probationary faculty member.

by November 7 **Department Tenure Committee** and/or **Department Chair** meets with any probationary faculty member, lecturer or clinical educator receiving negative recommendation, if requested.

Comment [a12]: should it be limited to those receiving a negative recommendation?

by November 14 ~~**Department Tenure Committee** and/or **Department Chair** considers requests for reconsideration of negative recommendations, if any, for probationary reviews. Within 5 business days, Candidate files written request for reconsideration of a recommendation with **Department Tenure Committee** and/or **Department Chair**.~~

Comment [a13]: Do we need to adjust dates to conform to the "within 5 days" required by p. 99-13a? I think most items in the timelines meet this requirement

by November 21 (or one week after hearing, if earlier) **Department Tenure Committee** and/or **Department Chair** replies in writing to any written requests for reconsideration of negative recommendations.

Comment [a14]: Fix this date?

by December 1 Probationary review letters from the **Department Chair** and **Department Tenure Committee** for probationary faculty members in their second, third, fourth, and through fifth years of employment, and lecturers and clinical faculty in their first semester, are sent by the **Department Chair** to the **Dean** and **PVPAA**.

Comment [a15]: Fix this date of Dec. 1? Go ahead and send on Nov. 21 as soon as replies are sent to faculty who requested reconsideration?

?
By December 7 (November 26?) If recommending a terminating contract, the **Dean** writes a letter to the **VPAA** with a copy to the candidate, **Department Chair**, and **Department Promotion and Tenure Committee Chair**.

Comment [a16]: The process stops here in the current FPPM for tenure track faculty in 2nd through 5th years. So we added the following procedures to specify the rest of the process. I think this was among the items approved on April 28, 2011. Dates probably need to be changed.

?
By December 4-4 **Candidate** may file a written request for reconsideration of terminating contract with **Dean**.

Comment [a17]: this time the letter from the Dean goes to the VPAA with copy to candidate, etc., because the VPAA is the only one who can issue the terminating contract.

by December 15-10 **Dean** replies in writing to any written request for reconsideration.

Comment [a18]: This and below was already approved by the Senate on April 28, 2011. See minutes of meeting. We can/should change dates but should remind the senate that this procedure was already approved.

by December 16-11 **Dean** sends recommendations and files to the **VPAA**.

Spring Semester

- by January 5 For candidates with a recommendation for a terminating contract from the **Dean**, the VPAA completes recommendation and writes letter to **candidate, Department Chair, Department Promotion and Tenure Committee Chair**, and respective **Dean**. Letters are to be addressed to the candidate.
- by January 12 If applicable, **Candidate** files written request for reconsideration of terminating contract with **VPAA**.
- by January 14 **VPAA** replies in writing to any written request for reconsideration of terminating contract.
- by January 17 **Candidate** may request a hearing by the **Faculty Status and Grievances Committee** regarding a recommendation for terminating contract.
- on February 7 If the **Faculty Status and Grievances Committee** has granted a hearing, it provides its report to the **President**, with a copy to the **VPAA**.*
- on February 10 **VPAA** sends contract recommendations to the **President**, with a copy to the **candidate, Department Chair, Department Promotion and Tenure Committee Chair**, and respective **Dean**.
- By last day of February **President** notifies **candidate, Department Chair, Department Promotion and Tenure Committee Chair**, and respective **Dean** of the disposition of the case. The letter is to be addressed to the candidate.
- By March 7 **Candidate** files written request for reconsideration of terminating contract with the **Board of Visitors** to the **Administrative Assistant to the Board of Visitors**. A copy of the written request must be sent to the **Faculty Status and Grievances Committee**. The **Faculty Status and Grievances Committee** will provide the **Administrative Assistant to the Board of Visitors** and the **Candidate** an audio recording of the hearing for review with a cover letter reminding the **Rector** that the chair of the **Faculty Status and Grievances Committee** or one of its members can be available to answer questions.
- March Board Meeting **Board of Visitors** acts on contract recommendations from **President**.

*If the candidate has requested a hearing by January 17, but the Status and Grievances Committee believes it will be unable to complete its report by February 7, the Committee and the candidate may jointly ask for a delay. In such cases, the VPAA and the President will normally postpone action on the case until the Status and Grievances Committee has completed its report, and the Board of Visitors will postpone action on the case until its summer Board meeting.

Comment [a19]: Insert a page break here.

(NEW TIMETABLE):

Time Table for Probationary Review of Tenure-track faculty in their first year and lecturers and clinical educators in their second through fifth years of employment

beginning of contract period

Department Chair gives all new faculty copies of department policies on probationary review. **Department Promotion and Tenure Committee** meets with the probationary faculty member during the first semester to set expectations and to discuss the probationary review process.

Comment [a20]: Probationary timetable was split in 2, this is the 2nd one, for the rest of the probationary faculty not included in the first one.

Spring Semester

Comment [a21]: Ref. p. 97, no. 3

by ~~February 10~~ (fix dates!)
January 27

Department Chair and **Department Promotion and Tenure Committee** exchange letters of recommendation for first year probationary faculty members and lecturers and clinical educators in their second through fifth years of employment. The recommendation letter is to be addressed to the faculty member. **Department Chair** forwards copies of both letters to the probationary faculty member. ~~The recommendation letter is to be addressed to the first year probationary faculty member.~~

Comment [a22]: add in and fix dates

Comment [a23]: it already says this above.

Fix dates

by February 17

Department Promotion and Tenure Committee and/or **Department Chair** meets with any first year probationary faculty member, lecturer or clinical educator in their second through fifth years of employment receiving negative recommendation, if requested.

Comment [a24]: Try to incorporate the "within 5-days" between each of these actions.

by February 21

~~**Department Tenure Committee**~~ and/or ~~**Department Chair**~~ considers requests for reconsideration of negative recommendations, if any, for first year probationary reviews. **Candidate** files written request for reconsideration of a negative recommendation with **Department Promotion and Tenure Committee** and/or **Department Chair**.

by February 27
(or week after hearing if earlier)

Department Promotion and Tenure Committee and/or **Department Chair** replies in writing to any written requests for reconsideration of negative recommendations.

by February 28

Probationary review letters from the **Department Chair** and the **Department Promotion and Tenure Committee** for first year probationary faculty members and /second-through-fifth year lecturers or clinical educators are sent by the **Department Chair**, to the **Dean**, and

Comment [a25]: remove both commas

PVPAA. The PVPAA will receive all previous letters in the probationary review process.

(Timetable ends here in FPPM but we need to add the rest of the process).

* Lecturers and Clinical Educators are reviewed during their first semester of employment. Thereafter, they are reviewed annually following the same timetable as for the Spring Semester review of first year probationary faculty members.

Comment [a26]: The probationary timetable in the FPPM ends here. But we added the rest of the procedure to the probationary timetable for tenure-track in 2-5 year and lecturers in 1st year above, so we should add it here. But dates get difficult. Suggestions?

Time Table for Review of Adjunct Faculty Members

Note: Review of adjunct faculty members is required at the end of the first semester's employment, and, if employment is continued, at the end of every other semester of employment. Dates given below are for both semesters, and should be adapted to meet each individual case.

Fall Review

by January 26 **Department Chair** completes review of fall semester adjunct faculty who must be reviewed.

by February 2 **Department Chair** sends recommendations on adjunct faculty to the **adjunct faculty member and Dean of the College**. The recommendation letter is to be addressed to the adjunct faculty member.

Spring Review

by May 19 **Department Chair** completes review of spring semester adjunct faculty who must be reviewed.

by May 24 Department Chair sends recommendations on **adjunct faculty to the adjunct faculty member and Dean of the College**. The recommendation letter is to be addressed to the adjunct faculty member.

Comment [a27]: We didn't recommend any changes last time around but look at the dates and see if we need to change them or add anything.

Comment [a28]: Wording is ambiguous. Could be taken to mean EVERY other semester (all semesters) –or- every OTHER semester (alternate semesters). Which is it supposed to be?

Time Table for Tenure Review

If any date falls on a weekend or University recognized holiday, the due date is the next business day.

Fall Semester

beginning of Department Chair gives to all new faculty copies of department policies on tenure.

by August 29 Department Chair provides to Chair of Department Promotion and Tenure Committee a list of faculty eligible for tenure.

by September 3 Tenure candidates submit files to Department Chair (or to Chair of Department Promotion and Tenure Committee if candidate is Department Chair)

on September 4 Department Chair provides to Chair of the Department Tenure Committee the files of tenure candidates.

by September 8 Department Tenure Committee circulates files of tenure candidates to members and notifies candidates of any missing items. All missing materials must be submitted by the candidate within one week of notification.

by September 15 The file is now considered complete; no new materials may be added except for a letter of exception or clarification as provided in [Appendix C. 2k](#).

by October 7 Department Tenure Committee returns files of tenure candidates to Department Chair.

by October 14 Department Chair and Department Tenure Committee exchange letters of recommendation. Department Chair provides copies of both letters to tenure candidate. Both letters are to be addressed to the tenure candidate and copied to the appropriate College Dean and PVPAA.

by October 21 Department Promotion and Tenure Committee and/or Department Chair meets with any candidate receiving negative recommendation, if requested.

by October 27 Candidate files written request for reconsideration with Department Promotion and Tenure Committee and/or Department Chair.

Comment [a29]: see note in promotion timetable about this

- by November 3 **Department Promotion and Tenure Committee and/or **Department Chair** replies in writing to any written requests for reconsideration.**
- by November 4 **Department Chair** and **Department Promotion and Tenure Committee** send to **College Dean** tenure files and recommendations.
- by November 27 **Dean** completes tenure recommendations and sends letter to **tenure candidate, Department Chair, and Department Promotion and Tenure Committee Chair**. The recommendation letter is to be addressed to the tenure candidate.
- by December 4 **Candidate** files written request for reconsideration of negative recommendation with **Dean**.
- by December 10 **Dean** replies in writing to any written request for reconsideration.
- by December 11 **Dean** sends tenure recommendations and files to the PVPAA.
- Spring Semester**
- by January 5 **PVPAA** completes tenure recommendations and sends letter to **tenure candidate, Department Chair, Department Promotion and Tenure Committee Chair, and respective Dean**. The recommendation letter is to be addressed to the tenure candidate.
- by January 12 Candidate files written request for reconsideration of negative recommendation with **PVPAA**.
- by January 14 **PVPAA** replies in writing to written request for reconsideration of negative recommendation.
- ~~during semester
(by May 1) **Department faculty** elect members, as needed to **Department Tenure Committee** to serve the following year.~~
- ~~**Department Tenure Committee** elects officers for the following year.~~
- by January 17 Candidate may request a hearing by the **Faculty Status and Grievances Committee** regarding a negative recommendation.
- by February 7 If the **Faculty Status and Grievances Committee** has granted a hearing, it provides its report to the **PVPAA**.*
- by February 10 **VPAA** sends tenure recommendations to **President**.
- By last day of **President** completes tenure recommendations and sends letter to

Comment [a30]: move this to end. or to just under Spring Semester. It's already at the end so not really needed. I suggest we delete it from this area since it is also at the end of the timeline.

Comment [a31]: add bold to "President".

February **candidate, Department Chair, Department Promotion and Tenure Committee Chair, and respective Dean.** The recommendation letter is to be addressed to the tenure candidate.

Comment [a32]: see p. 225 Appendix D, 8 and 9.

By March 7 Candidate files written request for reconsideration of negative recommendation with the Board of Visitors to the Administrative Assistant to the Board of Visitors. A copy of the written request must be sent to the Faculty Status and Grievances Committee. The Faculty Status and Grievances Committee will provide the Administrative Assistant to the Board of Visitors and the Candidate an audio recording of the hearing for review with a cover letter reminding the Rector that the chair of the Faculty Status and Grievances Committee or one of its members can be available to answer questions.

Comment [a33]: p. 225, Appendix D 9 Conclusion of Appeals, "completed by March"

March Board Meeting **Board of Visitors** acts on tenure recommendations from **President**.

by May 1 Completion of any delayed appeal by tenure candidate(s) to **PVPAA** or **President**.

Completion of election of members and officers of **Department Tenure Committee** for following year. (see beginning of Spring Semester).

Comment [a34]: don't know where it stipulates elections, but chair providing list is in Appendix D, 5c

by May 2 **PVPAA** provides **Dean of the College** and **Department Chair** list of faculty eligible for tenure the following year, and **Department Chair** provides list to department members and **Chair of Department Tenure Committee**.

*If the candidate has requested a hearing by January 17, but the Status and Grievances Committee believes it will be unable to complete its report by February 7, the Committee and the candidate may jointly ask for a delay. In such cases, the PVPAA and the President will normally postpone action on the case until the Status and Grievances Committee has completed its report, and the Board of Visitors will postpone action on the case until its summer Board meeting.

Reference: Faculty Senate, April 10, 2008; March 18, 2010; February 3, 2011.