

(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 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 Committee** if candidate is the Department Chair). (add a period here)

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

by September 8 **Department Promotion 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 Committee** returns file of promotion candidates to Department Chair.

by October 14 **Department Chair** and **Department Promotion Committee** exchange letters of recommendation. Department Chair provides copies of both letters to promotion candidate. Both letters are to be addressed to the promotion candidate and copied to the College Dean and PVPA.

Comment [a1]: This was already approved at the Senate meeting of April 28, 2011. The copies to the dean and PVPA are not sent until after the opportunity for reconsideration (see Nov. 4)

- by October 21 **Department Promotion 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 Committee** and/or **Department Chair**.
- by November 3 **Department Promotion 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 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.**
- by November 27 **Dean** completes promotion recommendations and sends letter to **candidate, Department Chair, and Department Promotion 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 just below up, insert after December 11 text)
Spring Semester

Comment [a2]: Ref.: Section U Promotion, p. 108d

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 [a3]: 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 February 28

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 [a4]: 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 in the timeline. Also see Appendix C-8

By March 7

If Candidate has had a hearing with the **Faculty Status and Grievances Committee**, Candidate may file a written request for reconsideration of a 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. (Ref. Section VI Governance, Part J Committee on Faculty Status and Grievances and Appendix C-9 Conclusion of Appeals.)

Comment [a5]: This item was also approved on April 28, 2011, as part of the appeals process provided to candidate. See p. 166 (section VI-J-12-i): "If an appeal is made to the Board of Visitors, transcripts..."

March Board Meeting

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

and p. 171 (section VI-J-17-b,c) "If a claimant appeals to the Board of Visitors, transcripts..."

by May 1

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

See also p. 219, Appendix C-9: "If a faculty member appeals a negative promotion recommendation by the PVPAA or the President of the University, all action regarding such appeal shall be completed by March..."

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 Committee**.

Comment [a6]: Ref. p. 108b and also Appendix C, 5c (p. 216), which specifies "in the spring".

*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.

(page break here)

Comment [a7]: 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 [a8]: The Probationary timetable on pages 206-208 has been split into 2 timetables. This first one comes from p. 206 and first half of p. 207.

Fall Semester

beginning of
contract period

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

Comment [a9]: Ref. p. 97, no. 3

by August 29

Department Chair provides to **Chair of Department 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.**

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

by October 31 **Department Chair and Department 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.

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**.

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.

by November 26 A letter of exception or clarification may be entered by the faculty member within five calendar days of his or her having received an original or amended department-level review report, whichever occurs later. The faculty member shall provide copies of the letter to the **Department Tenure Committee** and **Department Chair**.

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**, accompanied by any letters of exception or clarification provided by the candidate.

By December 7 If recommending a terminating contract for tenure track faculty in their second through fifth years of employment, or not renewing a contract for lecturers and clinical educators in their first semester, the **Dean** writes a letter to the **VPAA** with a copy to the candidate, **Department Chair**, and **Department Tenure Committee Chair**.

By December 14 **Candidate** may file a written request for reconsideration of terminating contract with **Dean**.

Comment [a10]: dates conform to the "within 5 days" required by p. 99—13a. I think most items in the timelines meet this requirement

Comment [a11]: page 99 13-b.

Comment [a12]: 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. This was among the items approved on April 28, 2011. Dates may need to be changed.

Comment [a13]: 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. Or should the dean write to the candidate, stating a recommendation to the VPAA for a terminating contract or not renewing a contract?

Comment [a14]: This and below was already approved by the Senate on April 28, 2011. See minutes of meeting. We may need to change dates but this procedure was already approved.

by December 21 **Dean** replies in writing to any written request for reconsideration.

by December 21 **Dean** sends recommendations and files to the **VPAA**.

Comment [a15]: For most, this will be the end of the process. The process continues below, only for those who are appealing negative recommendations.

Spring Semester

by January 4 For candidates with a recommendation for a terminating contract or for not renewing a contract from the **Dean**, the **VPAA** completes recommendation and writes letter to **candidate, Department Chair, Department Tenure Committee Chair**, and respective **Dean**. Letters are to be addressed to the **candidate**.

by January 7 If applicable, **Candidate** files written request for reconsideration of terminating contract with **VPAA**.

by January 12 **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.

by 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**.*

by February 12 **VPAA** sends contract recommendations to the **President**, with a copy to the **candidate, Department Chair, Department Tenure Committee Chair**, and respective **Dean**.

By February 17 **President** notifies **candidate, Department Chair, Department Tenure Committee Chair**, and respective **Dean** of the disposition of the case. The letter is to be addressed to the candidate.

Comment [a16]: This is the part that has to meet a March 1 deadline: Section G Selection, Appointment and Reappointment of Faculty, p. 79, 7-a and 7-b: "...if not reappointed for academic, financial, or other reasons shall be notified as early as possible and no later than March 1 for faculty in their first year of service, December 1 for those in their second year of service, and at least twelve months before the expiration of an appointment of this occurs after two or more years of service."

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 [a17]: 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 Tenure Committee** meets with the probationary faculty member during the first semester to set expectations and to discuss the probationary review process.

by August 29

Department Chair provides to **Chair of Department Tenure Committee** a list of tenure track faculty in their first year of teaching and and lecturers and clinical faculty in their second through fifth years of teaching.

by November 1

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

by November 2

Department Chair provides to **Chair of the Department Tenure Committee** the files of probationary tenure track faculty in their first year of teaching and and lecturers and clinical faculty in their second through fifth years of teaching.

by November 6

Department 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. 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](#).

Spring Semester

by

~~February 10~~ **January 15**

Department Chair and **Department 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.~~

by

~~February 17~~ **January 22**

Department Tenure Committee and/or **Department Chair** meets with any first year probationary faculty member, lecturer or clinical

Comment [a18]: Probationary timetable was split in 2, this is the 2nd one, for the rest of the probationary faculty not included in the first one. This comes from p. 207 "Spring Semester".

Comment [a19]: Ref. p. 97, no. 3

Comment [a20]: This implies that the committee and chair need to begin observations and evaluations toward the last weeks of the fall semester.

Comment [a21]: it already says this above.

educator in their second through fifth years of employment receiving negative recommendation, if requested.

by ~~February 21~~ January 25 ~~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 Tenure Committee and/or Department Chair.

by ~~February 27~~ January 31
(or week after hearing if earlier) Department Tenure Committee and/or Department Chair replies in writing to any written requests for reconsideration of negative recommendations.

by February 28-1 Probationary review letters from the Department Chair and the Department 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 PVPAA. The PVPAA will receive all previous letters in the probationary review process.

(Timetable ends here in FPPM. Below is the rest of the process).

By February 7 If recommending a terminating contract for tenure track faculty in their second through fifth years of employment, or not renewing a contract for lecturers and clinical educators in their first semester, the Dean writes a letter to the VPAA with a copy to the candidate, Department Chair, and Department Tenure Committee Chair.

By February 14 Candidate may file a written request for reconsideration of terminating contract with Dean.

by February 21 Dean replies in writing to any written request for reconsideration.

by February 21 Dean sends recommendations and files to the VPAA.

by February 28 For candidates who have not filed for reconsideration of their cases, the VPAA sends contract recommendations to the President, with a copy to the candidate, Department Chair, Department Tenure Committee Chair, and respective Dean.

by February 28 For candidates with a recommendation from the Dean for a terminating contract or for not renewing a contract, the VPAA completes recommendation and writes letter to candidate, Department Chair, Department Tenure Committee Chair, and respective Dean. Letters are to be addressed to the candidate.

Comment [a22]: Add bold to these; in the FPPM they are not bolded.

Comment [a23]: remove both commas

Comment [a24]: The probationary timetable in the FPPM ends here. But dates get difficult when adding the rest of the process. Suggestions?

Comment [a25]: 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. Or should the dean write to the candidate, stating a recommendation to the VPAA for a terminating contract or not renewing a contract?

Comment [a26]: This and below was already approved by the Senate on April 28, 2011. See minutes of meeting. We may need to change dates but this procedure was already approved.

Comment [a27]: For most, this will be the end of the process. The process continues below, only for those who are appealing negative recommendations.

Comment [a28]: This is the part that has to meet a March 1 deadline for faculty in their first year: Section G Selection, Appointment and Reappointment of Faculty, p. 79, 7-a and 7-b: "...if not reappointed for academic, financial, or other reasons shall be notified as early as possible and no later than March 1 for faculty in their first year of service, December 1 for those in their second year of service, and at least twelve months before the expiration of an appointment of this occurs after two or more years of service."

March Board Meeting

Board of Visitors acts on contract recommendations from President

by March 7 If applicable, **Candidate** files written request for reconsideration of terminating contract with **VPAA**.

Comment [a29]: From here to end, these procedures are only for cases of appeal.

by March 14 **VPAA** replies in writing to any written request for reconsideration of terminating contract.

by March 21 **Candidate** may request a hearing by the **Faculty Status and Grievances Committee** regarding a recommendation for terminating contract.

by April 15 If the **Faculty Status and Grievances Committee** has granted a hearing, it provides its report to the **President**, with a copy to the **VPAA**.*

by April 21 **VPAA** sends contract recommendations to the **President**, with a copy to the **candidate, Department Chair, Department Tenure Committee Chair**, and respective **Dean**.

By April 28 **President** notifies **candidate, Department Chair, Department Tenure Committee Chair**, and respective **Dean** of the disposition of the case. The letter is to be addressed to the candidate.

By May 5 **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.

Summer Board Meeting

Board of Visitors acts on contract recommendations from President.

*If the candidate has requested a hearing by March 21, but the Status and Grievances Committee believes it will be unable to complete its report by April 15, 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.

* 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.

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.

Comment [a30]: Wording is ambiguous. Could be taken to mean EVERY semester (all semesters) –or- every OTHER semester (alternate semesters). Which is it supposed to be?

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.

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 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. 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 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 Tenure Committee** and/or **Department Chair**.

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

by November 4 **Department Chair** and **Department Tenure Committee** send to **College Dean** tenure files and recommendations.

Comment [a31]: see note in promotion timetable about this

by November 27 **Dean** completes tenure recommendations and sends letter to **tenure candidate, Department Chair, and Department 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 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.~~

Comment [a32]: It's already at the end so not really needed.

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**.

Comment [a33]: add bold to "President".

By February 28 **President** completes tenure recommendations and sends letter to **candidate, Department Chair, Department Promotion and Tenure Committee Chair, and respective Dean**. The recommendation letter is to be addressed to the tenure candidate.

Comment [a34]: 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 [a35]: 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).

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.