

## APPENDIX B

### *Time Tables for Reviews of Faculty*

If any date falls on a weekend, the due date is the next Monday.

*Time Table for Promotion Review (p. 167) & Time Table for Tenure Review (p. 172)*

Fall Semester

beginning of	Department Chair gives to all new faculty copies of the department policies on 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)
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.
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 Provost and Vice President for Academic Affairs.
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 with Department Promotion Committee and/or Department Chair.
by November 3	Department Promotion Committee and/or Department Chair replies to written requests for reconsideration.
by November 4	Department Chair and Department Promotion Committee send to College Dean promotion files and recommendations.
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 to any written request for reconsideration.
- by December 11      Dean sends promotion recommendations and files to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will receive all previous letters in the probationary review process.
- by January 5      Provost and Vice President for Academic Affairs 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 Provost and Vice President for Academic Affairs.
- by January 14      Provost and Vice President for Academic Affairs replies to written request for reconsideration of negative recommendation.

### **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.
- by January 17      Candidate may request a hearing by the Faculty Status Committee regarding a negative recommendation.
- on February 7      If the Faculty Status Committee has granted a hearing, it provides its report to the Provost and Vice President for Academic Affairs.\*
- on February 10      Provost and Vice President for Academic Affairs 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.**
- 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.**

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 Committee for following year (see beginning of Spring Semester).
by May 2	Provost and Vice President for Academic Affairs 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.

\* If the candidate has requested a hearing by January 17, but the Status 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 Committee has completed its report, and the Board of Visitors will postpone action on the case until its summer Board meeting.