

January

DEAN

1/15 Disseminates promotion and tenure standards

CHAIR

1/1 Program Review Panel selected

1/15 Submit written request for candidates for emeritus status to Dean

1/15 CAP Board initial notifications of program review to department/program chairs (occurs year prior to review)

1/31 Submits strategic plan reports due for previous calendar year

FACULTY

1/15 Submit written request for candidates for emeritus status to Dean

1/31 Submit APR self-report to Chair

1/31 Submit development plan to Chair

PRESIDENT

1/10 President approves promotion standards

February

DEAN

2/1 Recommends emeritus status to provost in consultation with department chair

2/1 Verify Registrar's Office final due dates for next semester's schedules

2/15 Considers alteration request for program review schedule (occurs year prior to review)

Syllabi Checklist due

CHAIR

2/1 Confirms program intent to submit program review to CAP Board or asks for an alteration (occurs year before program review)

2/20 Provides final APR report review and meets with Faculty Member

2/20 The Department Chair will meet with faculty members and Dean with Chair to discuss development plans

2/28 Forwards APR self-report review, development plan and faculty response (if any) to Dean

2/28 Revision of plan must be submitted to Chairs. Copies of revised plans will be retained by faculty members and Department Chairs and forwarded by Chairs to Deans

Gen Ed course assessment artifacts identified for collection where appropriate - info to Gen Ed Board

FACULTY

2/28 Submits any revisions to development plan to chair, chair forwards to dean

PROVOST

2/15 Makes emeritus recommendations to President

March

DEAN

3/1 Nominate outstanding Faculty for awards

3/1 Receives all tenure and/or promotion recommendations from the College Personnel and Review Committee

3/17 Convenes meetings, as needed, with faculty members and chairs to review APR

3/24 Provides copy of APR recommendations to faculty members and chairs, in event of disagreement between chair/faculty or chair/dean

3/31 Forwards APRs to Provost, along with dean recommendations and faculty response (if any) in cases of dispute

3/31 Annual evaluation of titled faculty completed

CHAIR

3/1 Nominate outstanding Faculty for awards

3/15 Forward prior semester's sabbatical reports to Dean and Provost Office

FACULTY

3/1 Submit their Midpoint Performance Review (MPR) dossier by March 1st of the academic year that their MPR is scheduled

3/10 Respond to performance review in writing to personnel committee chair and Dean

3/31 Submit response to dean's APR recommendation

April

DEAN

4/1 Makes tenure and/or promotion recommendations to the Provost

4/1 Submits supplemental contracts (including chairs) and adjunct contracts for summer

4/15 Sends final reappointment letters to Provost

4/15 Sends final reappointment letter to titled faculty members (copy Provost and HR)

4/15 Deans discuss summary of titled faculty review outcomes

4/15 Shall notify faculty scheduled to complete an MPR in the next academic year (written memorandum)

Textbook adoptions for fall (and summer) courses due to bookstore

CHAIR

4/15	Shall notify faculty scheduled to complete an MPR in the next academic year written memorandum
FACULTY	
4/21	May request written statement of reasons for non-reappointment
PROVOST	
4/1	Recommends appointments for emeritus status to BOG for approval prior to commencement
4/15	Forwards APR recommendations to President, informs faculty of APR recommendations, pending approval of President, and makes tenure and/or promotion recommendations to the President
4/15	Probationary faculty shall be provided either with a notification of non-reappointment or with a letter of intent for the ensuing academic or fiscal year
4/30	Notifies faculty of final tenure and/or promotion recommendation to the Board of Governors
Shared Governance	
4/1	Elections shall be completed in the electing units
May	
DEANS	
CHAIRS	
FACULTY	
ALL	
5/1	Classified Staff Open Enrollment starts
5/15	Student Complaint annual information due to Associate Provost/Dean of Students
June	
DEAN	
6/1	Submit supplemental job offers (including Chairs) and adjunct job offers for fall semester
	Whitepapers for new programs due to Provost office
CHAIRS	
6/1	Academic program annual assessment reports due to Associate Provost
FACULTY	
	Assess for Success annual peer review of academic program assessment
	Gen Ed outcomes annual assessment
July	
DEANS	
CHAIRS	
FACULTY	
ALL	
August	
DEANS	
CHAIRS	
FACULTY	
ALL	
September	
DEAN	
9/1	Email Staff asking them to complete the online conflict of interest forms (10/1 Deadline)
9/15	Verify Registrar's Office final due dates for next semester's schedules
9/30	Classified Staff Annual Report Due to HR
CHAIR	
9/15	Meets with faculty to discuss updated development plan, update sent to Dean
9/15	Submits program review draft to Dean (year of program review)
9/15	Selects external reviewer in consultation with Dean (year of program review)
9/30	Classified Staff Annual Report Due to HR
	Gen Ed assessment artifacts identified for assessment collection where appropriate- info to Gen Ed Board
FACULTY	
9/1	Submit updated Curriculum Vitae in year (HR does not need copies)
9/5	Submit revised development plan to Chair (if role has changed)
9/30	Submit application to department chair for sabbatical for the following academic year
October	
DEAN	
10/1	Convenes a meeting of chairs to discuss APR and the college standards
10/1	Comments on program review draft and send back to Chair

10/25	Makes sabbatical leave recommendation to provost in consultation with the College Personnel and Review Committee
CHAIR	
10/10	Notifies Dean of all faculty members who will be applying for tenure and/or promotion
10/10	Submits written recommendations for sabbatical leave along with faculty application to the Dean
10/15	Submit final program review documentation to Dean (occurs year of program review)
10/15	Chair submits prior year/semester sabbatical reports to Dean and Provost Office
	Syllabi Checklist due
FACULTY	
10/1	Notify chair of intent to apply for tenure and/or promotion
PROVOST	
10/15	Approves/selects external program reviewer (occurs year of program review)
Shared Governance	
10/1	Number of Senators from each electing unit will be determined
November	
DEAN	
11/1	Submit supplemental job offers (including Chairs) and adjunct job offers for spring semester
11/15	Submits recommended tenure standards to the Provost and President for the following calendar year
11/30	Admin Pro reviews due to HR
CHAIR	
11/1	Notifies dean of faculty members who are scheduled for Cumulative Performance Review or Tenure/Promotion
11/15	Consults with faculty and makes a written recommendation and submits tenure and/or promotion dossier to college personnel and review committee
11/30	Admin Pro reviews due to HR
FACULTY	
11/1	Submit tenure and/or promotion dossier materials to the department chair for consideration
PROVOST	
11/15	Makes sabbatical leave recommendation for next year's sabbatical to the President
ALL	
11/1	Faculty and Admin Pro Open Enrollment starts
	Textbook adoptions for Spring courses due to bookstore
December	
DEANS	
12/1	Sends memorandum of CPTR to faculty member (required for tenured faculty every 5 years)
12/1	Schedules program review seminar panel meeting 30 days prior to seminar panel meeting (occurs year of program review)
12/9	Submits course fee proposal to VPFA
12/15	Forwards program reviewer's report to chair and seminar panel (occurs year of program review)
12/15	Receives external program reviewer program review report (occurs year of program review)
CHAIR	
12/1	Sends memorandum of CPTR to faculty member (required for tenured faculty every 5 years)
12/1	Receives program review questions from panel 7 days prior to seminar panel meeting (in year of program review)
12/2	Following department and college approval, submit course fee proposal
FACULTY	
12/1	Faculty required to complete a Comprehensive Post Tenure Review in the next calendar year cycle shall be notified by the department chair (or dean) by memorandum
PROVOST	
12/1	Submits sabbatical leave requests to the Board of Governors for approval
12/15	Informs the faculty member of the Board of Governor's action on the sabbatical leave recommendation
ALL	
	Faculty and Staff holiday party
PRC	
12/2	College Personnel and Review Committee establishes agenda for reviewing the tenure and/or promotion dossier