Important Due Dates for Individuals
2015-16

LEAVES: Applications and Reports

October 1, 2015 -- Report on leave in academic year 2014-15 or spring 2015

October 1, 2015 -- Application for leave in one or both semesters of 2016-17 or calendar year 2017

March 1, 2016 -- Report on leave in calendar year 2015 or fall 2015

March 1, 2016 -- Memo of intent to take leave during one or both semesters of academic year 2017-18 or calendar year 2018 (applies to tenured and tenure-eligible faculty only)

MERIT REVIEWS FOR ELIGIBLE FULL AND ASSOCIATE PROFESSORS

March 31, 2016 -- Materials from full and associate professors eligible for merit review

TENURE/ PROMOTION CANDIDATES

November 16, 2015 -- List of nominators of outside evaluators of scholarly work: spring 2016 promotion or tenure decisions

December 15, 2015 -- Materials for outside evaluators for spring 2016 tenure decisions

January 15, 2016 -- Materials for outside evaluators for spring 2016 promotion decisions

April 15, 2016 -- List of nominators of outside evaluators of scholarly work: fall 2016 tenure decisions

July 15, 2016 -- Materials for outside evaluators for fall 2016 tenure decisions

TENURE-TRACK REAPPOINTMENT CANDIDATES

February 1, 2016 -- Candidates submit relevant materials to the CFA and to their R&P

FACULTY ON TERM APPOINTMENTS

For lecturers and senior lecturers on multi-year contracts which end at the end of 2016-17 and for lecturers and senior lecturers on one-year contracts: Candidates submit relevant materials to the CFA and to their R&P by February 1, 2016.

INSTRUCTORS IN SCIENCE LABORATORY (ISLs)

For ISLs on their first one-year contract, eligible for reappointment to a second one-year contract: Candidates submit relevant materials to their R&P and to the provost/dean of the college by February 1, 2016.

For ISLs and senior ISLs on multi-year contracts which end at the end of 2016-17 and for ISLs on a one-year contract who are eligible for reappointment to a multi-year contract: Candidates submit relevant materials to the CFA and to their R&P by February 1, 2016.
Important Due Dates for R&Ps
2015-16

Submit Recommendations to the Committee on Faculty Appointments:

October 1, 2015 – Reappointments of PERA faculty being reviewed in the fall

October 15, 2015 -- Tenure (assistant professors)

February 16, 2016 -- Deadline for departmental R&Ps to bring recommendations for initial appointments to the ranks of associate professor and full professor (i.e., senior hires) to the CFA for its approval

March 1, 2016 -- Reappointments of tenure-track faculty requiring one-year notification (See Articles of Government, Book I, Article IX, Section 4)

March 15, 2016 -- Tenure (associate and full professors)

April 1, 2016 -- Reappointments and/or promotions of PERA faculty being reviewed in the spring

April 15, 2016 -- Promotion to full professor

Submit Recommendations to the Provost and Dean of the College:

March 1, 2016 -- Recommendations for reappointments of Instructors in Science Laboratory (ISLs) on their first one-year contract, eligible for reappointment to a second one-year contract

February 16, 2016 – Recommendations for ISLs on a one-year contract, eligible for reappointment to a multi-year contract, and for ISLs and senior ISLs on multi-year contracts which end at the end of 2016-17

February 16, 2016 -- Request to appoint an individual after her/his fourth year of service as a visiting lecturer to a term contract as lecturer

February 16, 2016 -- Recommendations for reappointment of lecturers and senior lecturers on multi-year contracts which end at the end of 2016-17 and for lecturers and senior lecturers on one-year contracts

Spring 2016 -- Recommendations for contract renewals of term faculty (i.e. visiting lecturers) with one to three years of service at the college

Submit to the Provost and Dean of the College

September 15, 2015 -- Verification of 2014-15 annual conversations for tenure-track faculty members and faculty on term appointments (i.e. lecturers and senior lecturers), instructors in science laboratory, and senior instructors in science laboratory; verification of 2014-15 conversations for tenured fourth-year associate professors

October 15, 2015 -- Names of candidates to be considered for early promotion to full professor in spring 2016

September 15, 2016 -- Verification of 2015-16 annual conversations for tenure-track faculty members, faculty on term appointments (i.e. lecturers and senior lecturers), instructors in science laboratory, and senior instructors in science laboratory; verification of 2015-16 conversations for tenured fourth-year associate professors