

Important Due Dates for Individuals 2016-17

LEAVES: Applications and Reports

Monday, October 3, 2016 – Report on leave in academic year 2015-16 or spring 2016

Monday, October 3, 2016 – Application for leave in one or both semesters of 2017-18 or calendar year 2018

Wednesday, February 1, 2017 – Memo of intent to take leave during one or both semesters of academic year 2018-19 or calendar year 2019 (*applies to tenured and tenure-eligible faculty only*)

Wednesday, March 1, 2017 – Report on leave in calendar year 2016 or fall 2016

MERIT REVIEWS FOR ELIGIBLE FULL AND ASSOCIATE PROFESSORS

Friday, March 31, 2017 – Materials from full and associate professors eligible for merit review

TENURE AND PROMOTION CANDIDATES

Tuesday, November 15, 2016 – List of nominators of outside evaluators of scholarly work: spring 2017 promotion or tenure decisions

Thursday, December 15, 2016 – Materials for outside evaluators for spring 2017 tenure decisions

Tuesday, January 17, 2017 – Materials for outside evaluators for spring 2017 promotion decisions

Tuesday, April 18, 2017 – List of nominators of outside evaluators of scholarly work: fall 2017 tenure decisions

Monday, July 17, 2017 – Materials for outside evaluators for fall 2017 tenure decisions

TENURE-TRACK REAPPOINTMENT CANDIDATES

Wednesday, February 1, 2017 – 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 2017-18 and for lecturers and senior lecturers on one-year contracts: Candidates submit relevant materials to the CFA and to their R&P by Wednesday, February 1, 2017

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 Wednesday, February 1, 2017

For ISLs and senior ISLs on multi-year contracts which end at the end of 2017-18 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 Wednesday, February 1, 2017

Important Due Dates for R&Ps 2016-17

Submit Recommendations to the Committee on Faculty Appointments:

Monday, October 3, 2016 – Reappointments of PERA faculty being reviewed in the fall

Monday, October 17, 2016 – Tenure (assistant professors)

Wednesday, February 15, 2017 – 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

Wednesday, March 1, 2017 – Reappointments of tenure-track faculty requiring one-year notification (See *Articles of Government*, Book I, Article IX, Section 4)

Wednesday, March 15, 2017 – Tenure (associate and full professors)

Monday, April 3, 2017 – Reappointments and/or promotions of PERA faculty being reviewed in the spring

Tuesday, April 18, 2017 – Promotion to full professor

Submit Recommendations to the Provost and Dean of the College:

Wednesday, March 1, 2017 – Recommendations for reappointments of Instructors in Science Laboratory (ISLs) on their first one-year contract, eligible for reappointment to a second one-year contract

Wednesday, February 15, 2017 – 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 2017-18

Wednesday, February 15, 2017 – Request to appoint an individual after her/his fourth year of service as a visiting lecturer to a term contract as lecturer

Wednesday, February 15, 2017 – Recommendations for reappointment of lecturers and senior lecturers on multi-year contracts which end at the end of 2017-18 and for lecturers and senior lecturers on one-year contracts

Spring 2017 – 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:

Thursday, September 15, 2016 – Verification of 2015-16 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 2015-16 conversations for tenured fourth-year associate professors

Monday, October 17, 2016 – Names of candidates to be considered for early promotion to full professor in spring 2017