Important Due Dates for Individuals
2019-20

LEAVES: Applications and Reports

Tuesday, October 1, 2019 – Report on leave in academic year 2018-19 or spring 2019

Tuesday, October 1, 2019 – Application for leave in one or both semesters of 2020-21 or calendar year 2021

Monday, February 3, 2020 – Memo of intent to take leave during one or both semesters of academic year 2021-22 or calendar year 2022 (applies to tenured and tenure-eligible faculty only)

Monday, March 2, 2020 – Report on leave in calendar year 2019 or fall 2019

MERIT REVIEWS FOR ELIGIBLE FULL AND ASSOCIATE PROFESSORS

Tuesday, March 31, 2020 – Materials from full and associate professors eligible for merit review

TENURE AND PROMOTION CANDIDATES

Friday, November 15, 2019 – List of nominators of outside evaluators of scholarly work: spring 2020 promotion or tenure decisions

Monday, December 16, 2019 – Materials for outside evaluators for spring 2020 tenure decisions

Wednesday, January 15, 2020 – Materials for outside evaluators for spring 2020 promotion decisions

Wednesday, April 15, 2020 – List of nominators of outside evaluators of scholarly work: fall 2020 tenure decisions

Wednesday, July 15, 2020 – Materials for outside evaluators for fall 2020 tenure decisions

TENURE-TRACK REAPPOINTMENT CANDIDATES

Monday, February 3, 2020 – 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 2020-21 and for lecturers and senior lecturers on one-year contracts: Candidates submit relevant materials to the CFA and to their R&P by Monday, February 3, 2020

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 Monday, February 3, 2020

For ISLs and senior ISLs on multi-year contracts which end at the end of 2020-21 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 Monday, February 3, 2020
Submit Recommendations to the Committee on Faculty Appointments:

- Tuesday, October 1, 2019 – Reappointments of PERA faculty being reviewed in the fall
- Tuesday, October 15, 2019 – Tenure (assistant professors)
- Monday, February 17, 2020 – 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
- Monday, March 2, 2020 – Reappointments of tenure-track faculty requiring one-year notification (See Articles of Government, Book I, Article IX, Section 4)
- Monday, March 16, 2020 – Tenure (associate and full professors)
- Wednesday, April 1, 2020 – Reappointments and/or promotions of PERA faculty being reviewed in the spring
- Wednesday, April 15, 2020 – Promotion to full professor

Submit Recommendations to the Provost and Dean of the College:

- Monday, March 2, 2020 – Recommendations for reappointments of Instructors in Science Laboratory (ISLs) on their first one-year contract, eligible for reappointment to a second one-year contract
- Monday, February 17, 2020 – 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 2020-21
- Monday, February 17, 2020 – Request to appoint an individual after her/his fourth year of service as a visiting lecturer to a term contract as lecturer
- Monday, February 17, 2020 – Recommendations for reappointment of lecturers and senior lecturers on multi-year contracts which end at the end of 2020-21 and for lecturers and senior lecturers on one-year contracts
- Spring 2020 – 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:

- Monday, September 16, 2019 – Verification of 2018-19 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 2018-19 conversations for tenured fourth-year associate professors
- Tuesday, October 15, 2019 – Names of candidates to be considered for early promotion to full professor in spring 2020