

Appointment Type	PDP	PDR	Evaluation Period
Fixed Term < 75%, Adjunct Faculty, Assistant Coaches < 75%	None	None	None
Fixed Term >= 75%, Head Coaches, Assistant Coaches >= 75%, Probationary Faculty >= 50%	Annually	Annually	Annual
Tenured and Non-Tenure Track below rank of Full Professor	Every Two Years	Oral report to immediate supervisor in year one (1). PDR in year two (2).	Every two (2) years thereafter
Tenured and Non-Tenure Track Full Professor	Every Four Years	Summary report in year two (2). PDR in year four (4).	Every four (4) years thereafter

Academic Year (2023 – 2024)	PDP	PDR
<p>On or before the first week of duty days for the academic year</p> <p>August 15 –*Sept 1</p> <p>*indicates change due to error on previous calendar</p> <p><b>First year faculty must turn their report in by the end of Spring semester of the first year.</b></p>		<p>The faculty member shall prepare a report and send it to the Dean, together with the appropriate documentation describing progress made in respect to achieving their objectives as specified in their professional development plan.</p> <p>A copy of the report along with appropriate documentation shall be sent to the department members through the department chairperson.</p>
Between August 15 and September 22		<p><b>Departments will</b> provide written comments on the report to assist the faculty member in their professional development and, if applicable, provide guidance with respect to promotion and/or tenure.</p> <p>Written comments will be forwarded to the faculty members and the appropriate Dean, their administrative designee, or other appropriate supervisor. The faculty member may make changes in their report based on faculty comments.</p>
Between August 15 and September 22	Faculty member consults with immediate supervisor and prepares the professional development plan for the next period.	Faculty member meets with the dean to discuss achievements made during the current evaluation period.
On or before October 6	Faculty member provides a copy of the plan to the dean and to the department members via the Chair of the department.	A written summary of the Dean’s assessment of the faculty member’s accomplishments in respect to the faculty member’s plan, as they relate to the criteria, together with suggestions to guide future professional development activities, and any upcoming application for tenure and/or promotion, shall then be sent to the faculty member and placed in the faculty member’s official personnel file.

On or before October 20	Written comments from department members are encouraged and must be shared with the faculty member along with comments to the Dean if the Dean requests a determination of how the plan relates to the department's goals and objectives.	The faculty member may respond to the dean's and department's comments. <b>These comments along with the faculty member's responses are placed in the faculty member's official personnel file.</b>  In the case of nonrenewal of a 1 <sup>st</sup> year faculty member, this must be done by <b>November 1st.</b>
On or before November 3	The Dean provides written comments to the faculty member along with comments on the goals and objectives that came from other faculty members.	
On or before November 17	Faculty member responds to the comments from the dean.	
<b>Academic Year (2023 – 2024)</b>	<b>Promotion and Tenure</b>	
August 15 through August 18	Departments shall establish a departmental calendar that will meet the <b>tenure</b> and <b>promotion</b> contractual deadline of January 31, 2023.	
October 16 through October 27	Faculty member picks up <b>tenure/promotion</b> application materials from the dean's office and sign for them.  The act of signing will be considered notification in writing of your intent to apply for <b>promotion</b> . <b>We recommend that faculty notify their department of their intent to apply for promotion to allow time in the schedule for a complete department review.</b>	
January 31	Deadline for faculty to submit application for promotion and/or tenure with all required forms, documents, and supporting recommendations and documents to department.	
February 1 through February 14	Department, chair, and individual department members submit <b>tenure/promotion</b> recommendations to dean/immediate supervisor.  The faculty member under review must also be given copies of all recommendations that are sent to the dean/immediate supervisor.	
February 16	Deadline for candidate for <b>tenure/promotion</b> to submit to the dean/immediate supervisor written responses to the department, chair, and individual recommendations.	
March 1	Dean/Immediate supervisor notifies the candidate in writing* of proposed <b>tenure/promotion</b> recommendation.	
March 15 Spring Break 4 - 8	Candidate responds to preliminary <b>tenure/promotion</b> recommendation of dean/immediate supervisor.	

March 28	Candidate submits written response to Dean's/immediate supervisor's <b>tenure/promotion</b> recommendation to the Provost.
April 12	Provost notifies candidate in writing of proposed <b>tenure/promotion</b> recommendation.
*May 1	Optional meeting with Provost concerning the <b>tenure</b> /promotion recommendation must be completed.
*May 1	Provost forwards promotion / <b>tenure</b> recommendation along with any written responses from the candidate to the president.  The candidate may respond in writing to the <b>tenure</b> recommendation. These comments are attached to the <b>tenure</b> recommendation of the Provost when the recommendation is sent to the President.
May 10	Optional meetings with president must be complete. All candidates for <b>promotion</b> have the option of meeting with the president. Candidates for <b>tenure</b> have the option of meeting with the president if you have received a recommendation for denial of <b>tenure</b> from the department, chair, dean/immediate supervisor, or the provost. Candidates may choose to be accompanied by an Association Representative.
June 14	President delivers <b>tenure/promotion</b> recommendation to candidate in writing via either hand delivered or first-class mail.  If the President denies <b>promotion</b> the candidate may request and shall be furnished, written indication of deficiencies and guidance concerning action to overcome such deficiencies.
June 14, 2024, through January 15*, 2025	Candidates who were turned down for <b>tenure</b> have the option of meeting with the president.
On or before February 5, 2025	Any change in the <b>tenure</b> decision shall be communicated to the faculty member in writing within (fifteen) 15 days of meeting with the president.

If the contractual deadline falls on a Saturday, Sunday or holiday the deadline is extended until the following Monday or the following day proceeding the holiday.