

Appointment Type	PDP	PDR
Fixed Term < 75%, , Adjunct Faculty, Assistant Coaches < 75%	None	None
Fixed Term >= 75%, Head Coaches, Assistant Coaches >= 75%, Probationary Faculty >= 50%	Annually	Annually
Tenured and Non Tenure Track below rank of Full Professor	Every Four Years	Annually
Tenured and Non Tenure Track Full Professor	Every Four Years	Summary report every 2 years Full report every 4 years

Academic Year (2017-2018)	PDP	PDR
On or before the first Duty date of the academic year August 15 First year faculty must turn theirs in by the end of Spring semester of the first year.		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 his/her objectives as specified in his/her professional development plan. A copy of the report along with appropriate documentation shall be sent to the department members through the department chairperson.
Between August 15 and October 3		Departments will provide written comments on the report to assist the faculty member in his/her professional development and, if applicable, provide guidance with respect to promotion and/or tenure. Written comments will be forwarded to the faculty members and the appropriate Dean, his/her administrative designee, or other appropriate supervisor. The faculty member may make changes in his/her report based on faculty comments.
Between August 15 and September 29	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 13	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 his/her 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, the appropriate chair, the dean, and placed in the faculty member's official personnel file.
On or before October 27	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. These comments along with the faculty member's responses are placed in the faculty member's official personnel file. In the case of nonrenewal of a 1 st year faculty member, this must be done by November 3rd.
On or before November 14	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 28	Faculty member respond to the comments from the dean.	

Academic Year (2017-2018)	Promotion and Tenure
August 15 through August 18	Departments select a departmental review committee and establish a departmental calendar that will meet the tenure and promotion contractual deadline of January 31, 2015.
October 2 through November 3	Faculty member picks up tenure/promotion 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 promotion .
<u>January 31</u>	Deadline for faculty to submit application for promotion and/or tenure with all required forms, documents, and supporting recommendations and documents to the department.
February 1 through <u>February 9</u>	Department, chair and individual department members submit tenure/promotion recommendation to dean/immediate supervisor by February 9. 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 tenure/promotion to submit to the dean/immediate supervisor written responses to the department, chair and individual recommendations.
March 2	Dean/Immediate supervisor notifies the candidate in writing ⁺ of proposed tenure/promotion recommendation.
March 16	Candidate responds to preliminary tenure/promotion recommendation of dean/immediate supervisor.
March 23 through March 28	Dean/immediate supervisor forwards tenure/promotion recommendation to Provost along with any written responses from the candidate and the department. Dean/immediate supervisor forwards tenure/promotion recommendation to candidate in writing either hand delivered or first class mail.
April 6	Candidate submits written response to Dean's/immediate supervisor's tenure/promotion recommendation to the Provost.
April 20	Provost notifies candidate in writing of proposed tenure/promotion recommendation.
May 4	Optional meeting with Provost concerning the tenure /promotion recommendation must be completed.
May 8	Provost forwards promotion / tenure recommendation along with any written responses from the candidate to the president. The candidate may respond in writing to the tenure recommendation. These comments are attached to the tenure recommendation of the Provost when the recommendation is sent to the President.
May 18	Optional meetings with president must be complete. All candidates for promotion have the option of meeting with the president. Candidates for tenure have the option of meeting with the president if you have received a recommendation for denial of tenure from the department, chair, dean/immediate supervisor or the provost. Candidates may choose to be accompanied by an Association Representative.
June 15	President delivers tenure/promotion recommendation to candidate in writing via either hand delivered or first class mail. If the President denies promotion the candidate may request and shall be furnished, written indication of deficiencies and guidance concerning action to overcome such deficiencies.
June 15, 2018 through *January 16, 2019	Candidates who were turned down for tenure have the option of meeting with the president.
*January 16, 2019 through February 5, 2019	Any change in the tenure decision shall be communicated to the faculty member in writing.

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