

C.B.A. and Policy Dates for AY 2014-2015

Updated: 8/26/14

Note: if a C.B.A. or Policy date falls on a weekend, the due date will be changed (see highlighted dates in Column D.)

DATE	TASK	Item	Due Date Changes
1-May-15	By 5/1 - Departments to vote on converting temporary faculty who have 5 years of service, to TT status (C.B.A. Article 11 G)	11 G	
1-Oct-14	Deadline for departments to submit requests (and supporting data) to hire TT faculty, under Article 11 H. President's decisions due by November 15	11 H	
15-Nov-14	11-H hiring requests - decisions due from President	11 H	14-Nov-14
25-Aug-14	Fall semester begins	Calendar	
6-Oct-14	Fall Break	Calendar	
7-Oct-14	Fall Break	Calendar	
12-Dec-14	Fall semester ends (UG graduation Sunday, Dec 14th)	Calendar	
20-Jan-15	Spring semester begins	Calendar	
6-Mar-15	Spring Break begins at 5 pm	Calendar	
16-Mar-15	Spring Break ends at 8 am	Calendar	
8-May-15	Spring semester ends (UG Commencement Saturday, May 9th)	Calendar	
15-Feb-15	FOR SPRING 2017 - Chair nominations (2017) due to Provost Office.	Chairs	
15-Apr-15	Non-renewal letters for RPT faculty due from President	Eval RPT	
23-Sep-14	Reg PT 1st year - January anniversary - due from committee to chair	Eval RPT 1st yr Jan	
30-Sep-14	Reg PT 1st year - January anniversary - due from chair to dean	Eval RPT 1st yr Jan	
30-Oct-14	Reg PT 1st year - January anniversary - due from dean to Provost	Eval RPT 1st yr Jan	
30-Jan-15	Reg PT 1st year - Sept anniversary - due from committee to chair	Eval RPT 1st yr Sep	
7-Feb-15	Reg PT 1st year - Sept anniversary - due from Chair to Dean	Eval RPT 1st yr Sep	
28-Feb-15	Reg PT 1st year - Sept anniversary - due from Dean to Provost	Eval RPT 1st yr Sep	
1-Nov-14	Reg PT 2-5 yr - due from committee to chair	Eval RPT 2-5 yr	3-Nov-14
8-Nov-14	Reg PT 2-5 yr - due from Chair to Dean	Eval RPT 2-5 yr	10-Nov-14
30-Nov-14	Reg PT 2-5 yr - due from Dean to Provost	Eval RPT 2-5 yr	1-Dec-14
1-Apr-15	Reg PTs >5 years, evaluated every 3rd year - due from committee to chair	Eval RPT 3 years	
8-Apr-15	Reg PTs >5 years, evaluated every 3rd year - due from Chair to Dean	Eval RPT 3 years	
15-May-15	Reg PTs >5 years, evaluated every 3rd year - due from Dean to Provost	Eval RPT 3 years	
1-Jul-15	Reg PTs >5 years reappointment letters due to RPT faculty from President	Eval RPT 3 years	
1-Apr-15	Temp AY or Spr - faculty evaluations due from committee to chair	Eval Temp AY or Spr	
8-Apr-15	Temp AY or Spr - faculty evaluations due from chair to dean	Eval Temp AY or Spr	
15-May-15	Temp AY or Spr - faculty evaluations due from dean to Provost	Eval Temp AY or Spr	
1-Nov-14	Temp Fall - faculty evaluations due from committee to chair	Eval Temp Fall	3-Nov-14
8-Nov-14	Temp Fall - faculty evaluations due from chair to dean	Eval Temp Fall	10-Nov-14
30-Nov-14	Temp Fall - faculty evaluations due from dean to Provost	Eval Temp Fall	1-Dec-14
1-Apr-15	Tenured 5th year - faculty evaluations due from committee to chair	Eval Tenured	
8-Apr-15	Tenured 5th year - faculty evaluations due from chair to dean	Eval Tenured	
15-May-15	Tenured 5th year - faculty evaluations due from dean to Provost	Eval Tenured	
23-Sep-14	1st year -- January anniversary -- faculty evaluations due from committee to chair	Eval TT 1st yr Jan	
30-Sep-14	1st year -- January anniversary -- faculty evaluations due from chair to dean	Eval TT 1st yr Jan	
30-Oct-14	1st year -- January anniversary -- faculty evaluations due from dean to provost	Eval TT 1st yr Jan	
15-Nov-14	1st year - January anniversary - probationary faculty notified of renewal/non-renewal by president	Eval TT 1st yr Jan	14-Nov-14
30-Jan-15	1st year -- September anniversary -- faculty evaluations due from committee to chair	Eval TT 1st yr Sept	
7-Feb-15	1st year -- September anniversary -- faculty evaluations due from chair to dean	Eval TT 1st yr Sept	9-Feb-15
28-Feb-15	1st year -- September anniversary -- faculty evaluations due from dean to provost	Eval TT 1st yr Sept	27-Feb-15
1-Apr-15	1st year - September anniversary - probationary faculty notified of renewal/non-renewal by president	Eval TT 1st yr Sept	
1-Nov-14	2-4 year - January anniversary - faculty evaluations due from committee to chair	Eval TT 2-4 yr Jan	3-Nov-14
8-Nov-14	2-4 year - January anniversary - faculty evaluations due from chair to dean	Eval TT 2-4 yr Jan	10-Nov-14
30-Nov-14	2-4 year - January anniversary - faculty evaluations due from dean to provost	Eval TT 2-4 yr Jan	1-Dec-14
15-Dec-14	2-4 year - January anniversary - probationary faculty notified of renewal/non-renewal by president	Eval TT 2-4 yr Jan	
1-Nov-14	2-5 year - September anniversary - faculty evaluations due from committee to Chair	Eval TT 2-5 yr Sept	3-Nov-14

DATE	TASK	Item	Due Date Changes
8-Nov-14	2-5 year - September anniversary - faculty evaluations due from Chair to Dean	Eval TT 2-5 yr Sept	10-Nov-14
15-Dec-14	2-5 year - September anniversary - faculty evaluations due from deans/directors to Provost	Eval TT 2-5 yr Sept	
30-Jan-15	2-4 year faculty notified of renewal by President (5th year faculty notified of tenure status by May 31)	Eval TT 2-5 yr Sept	
31-Dec-14	5th year - January anniversary - faculty notified of tenure status by president	Eval TT 5th yr Jan	
1-Apr-15	5th year - January anniversary - faculty evaluations due from committee to chair	Eval TT 5th yr Jan	
8-Apr-15	5th year - January anniversary - faculty evaluations due from chair to dean	Eval TT 5th yr Jan	
15-Apr-15	5th year - January anniversary - faculty evaluations due from dean to provost	Eval TT 5th yr Jan	
21-Oct-14	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from committee to Dean/Director	Eval TT 5th yr PROMO	
28-Oct-14	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from Chair to Dean/Director	Eval TT 5th yr PROMO	
10-Dec-14	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from deans/directors to faculty member, Chair, evaluation committee	Eval TT 5th yr PROMO	
22-Dec-14	5 year TT - Sept anniv - applying for Ten&Promo - complete evaluation (orig + 4 copies) delivered to TeP by the deans/director, along with Binder D of the tenure/promotion application. Faculty notified of tenure status by May 31 and promotion by July 15	Eval TT 5th yr PROMO	
10-Sep-14	Tenured Faculty applying for promotion - first year of process - notify chair of intent by the end of the second week of the semester.	Prom	
1-Nov-14	Promotion applications due: Applicant provides Binders A-C to Chair, D to Dean/Director	Prom	3-Nov-14
1-Nov-14	Chairs submit names of faculty applying for promotion to deans/director and the Chair of TeP	Prom	3-Nov-14
15-Dec-14	Department Evaluation Committee Chair delivers Promotion Binders A & B (to the Provost's Office to be held for the TeP Committee). Must be signed in on log in TeP room.	Prom	
22-Dec-14	Department Chair delivers promotion Binder C. Must be signed in on log in TeP room.	Prom	
22-Dec-14	Dean/Director delivers promotion Binder D. Must be signed in on log in TeP room.	Prom	
15-Jan-15	Applicant may submit written statement to TeP regarding promotion recommendations from department committee, chair, and/or dean/director.	Prom	
1-Feb-15	Provost sends letters and promotion recommendations to faculty applicants and cc's TeP.	Prom	30-Jan-15
7-Feb-15	Promotion applicant may submit statement to TeP regarding Provost's recommendation	Prom	
15-Apr-15	Promotion recommendations due from TeP. Letter from TeP Chair sent to faculty.	Prom	
1-May-15	If TeP recommendation for Promotion is negative when 3 or more of the other recommendations were positive, TeP must submit written synopsis of reasons to the applicant and the president.	Prom	
8-May-15	Promotion applicant may submit written clarification to President, regarding the TeP recommendation	Prom	
15-May-15	Tenured Faculty applying for promotion - first year of process - evaluations due to Provost	Prom	
15-Jul-15	Faculty notified of promotion decisions by President	Prom	
31-Oct-14	Sabbatical reports for Spring due from faculty. Check off on original sabbatical lists, as reports come in. Reminders to be sent a month later for reports not submitted.	Sab	
15-Feb-15	Sabbatical reports for Fall 14 due to deans. To Provost by 2/28/15.	Sab	16-Feb-15
28-Feb-15	Sabbatical reports for Fall 14 due from deans to provost.	Sab	
15-Mar-15	Sabbatical applications due for Spring 2016, Fall 2016, or Spring 2017.	Sab	13-Mar-15
15-May-15	Sabbatical recommendations due to Provost from SaLE	Sab	
1-Jul-15	Faculty notified of Sabbatical decisions.	Sab	
1-May-15	Summer Binding contracts for non-classroom assignments are sent out by the Provost Office.	Summer	
10-Sep-14	Tenure only (not applying for promotion) - applicant delivers Binders A,B,C and D and Supplemental to department chair, who provides all except Binder C, to the department committee	Ten Jan	
1-Oct-14	Department chair delivers Binders A,B,C and D and Supplemental to TeP, including tenure recommendations from department committee and chair.	Ten Jan	
1-Nov-14	TeP Committee submits Tenure recommendations	Ten Jan	3-Nov-14
1-Nov-14	For Tenure applicants also applying for promotion, TeP return Binders B,C,D and supplemental, to department chair. Applicant has until Nov 6th to update binders for promotion.	Ten Jan	3-Nov-14
7-Nov-14	For Tenure applicants also applying for promotion, Department chair gives Binder B to department recommendation committee, and Binder D to Dean/Director. Dates for delivery of Promotion Binders to TeP, in December, should now be followed.	Ten Jan	
8-Nov-14	If TeP recommendation for tenure is negative when both committee and chair were positive, TeP must submit written synopsis of reasons to the applicant and the president.	Ten Jan	10-Nov-14

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15-Nov-14	Tenure applicant may submit written clarification to President, regarding the TeP recommendation	Ten Jan	17-Nov-14
31-Dec-14	Tenure yes/no letters go out (deadline 12/31).	Ten Jan	
1-Feb-15	President notifies 5th year TT faculty with January anniversary to apply for tenure by May 1	Ten Jan	30-Jan-15
1-May-15	Tenure applicants submit "intent to apply letter" to president with a copy to department	Ten Jan	
1-Oct-14	President notifies 5th year TT faculty to apply for tenure by Dec 31	Tenure & Promo Sep	
21-Oct-14	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from committee to Dean/Director	Tenure & Promo Sep	
28-Oct-14	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from Chair to Dean/Director	Tenure & Promo Sep	
1-Nov-14	Tenure/Promotion applications due: Binders A-C and supplemental to Chair - who will provide copies to department committee. Binder D goes to the Dean/Director	Tenure & Promo Sep	3-Nov-14
1-Nov-14	Chairs submit names of faculty applying for promotion to deans/director and the Chair of TeP	Tenure & Promo Sep	3-Nov-14
1-Nov-14	Letter of intent to apply for tenure may be included in Ten/Promo binders if submitted on Nov 1st	Tenure & Promo Sep	3-Nov-14
10-Dec-14	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from deans/directors to faculty member, Chair, evaluation committee	Tenure & Promo Sep	
15-Dec-14	Department Evaluation Committee Chair delivers Tenure/Promotion Binders A & B to TeP	Tenure & Promo Sep	
22-Dec-14	Department Chair delivers Binder C to TeP with separate tenure and promotion recommendations	Tenure & Promo Sep	
22-Dec-14	Dean/Director delivers promotion Binder D to TeP, along with promotion recommendation and 5th year evaluation.	Tenure & Promo Sep	
15-Jan-15	Applicant may submit written statement to TeP regarding promotion recommendations from department committee, chair, and/or dean/director.	Tenure & Promo Sep	
1-Feb-15	Provost sends letters and promotion recommendations to faculty applicants and cc's TeP.	Tenure & Promo Sep	30-Jan-15
7-Feb-15	Promotion applicant may submit statement to TeP regarding Provost's recommendation	Tenure & Promo Sep	
1-Apr-15	TeP Committee submits Tenure recommendations	Tenure & Promo Sep	
8-Apr-15	If Tep recommendation for Tenure is negative when both committee and chair were positive, TeP must submit written synopsis of reasons to the applicant and the president.	Tenure & Promo Sep	
15-Apr-15	Tenure applicant may submit written clarification to President, regarding the TeP recommendation	Tenure & Promo Sep	
15-Apr-15	TeP Committee submits Promotion recommendations. Letter from TeP chair sent to faculty.	Tenure & Promo Sep	
1-May-15	If Tep recommendation for Promotion is negative when 3 or more of the other recommendations were positive, TeP must submit written synopsis of reasons to the applicant and the president.	Tenure & Promo Sep	
8-May-15	Promotion applicant may submit written clarification to President, regarding the TeP recommendation	Tenure & Promo Sep	
31-May-15	President notifies faculty of tenure decisions.	Tenure & Promo Sep	29-May-15
15-Jul-15	Faculty notified of promotion decisions by President	Tenure & Promo Sep	
1-Oct-14	President notifies 5th year TT faculty to apply for tenure by Dec 31	Tenure Only Sep	
31-Dec-14	Tenure applicants submit "intent to apply letter" to president with a copy to department	Tenure Only Sep	
20-Jan-15	Tenure only (not applying for promotion) - applicant delivers Binders A,B,C and D and Supplemental to department chair, who provides all except Binder C, to the department committee	Tenure Only Sep	
15-Feb-15	Department chair delivers Binders A,B,C and D and Supplemental to TeP, including tenure recommendations from department committee and chair.	Tenure Only Sep	16-Feb-15
1-Apr-15	TeP Committee submits Tenure recommendations	Tenure Only Sep	
8-Apr-15	If Tep recommendation is negative when both committee and chair were positive, TeP must submit written synopsis of reasons to the applicant and the president.	Tenure Only Sep	
15-Apr-15	Tenure applicant may submit written clarification to President, regarding the TeP recommendation	Tenure Only Sep	
31-May-15	President notifies faculty of tenure decisions.	Tenure Only Sept	29-May-15