

C.B.A. and Policy Dates for AY 2016-2017

Updated: 9/19/2016

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
29-Aug-17	Fall semester begins	Calendar	
12-Sep-16	Tenured Faculty applying for promotion - first year of process - notify Chair of intent by the end of the second week of the semester	Prom	
10-Sep-16	Tenure only (not applying for promotion) - applicant completes uploading electronic portfolio	Ten Jan	
23-Sep-16	Reg PT 1st year - January anniversary - due from Committee to Chair	Eval RPT 1st yr Jan	
23-Sep-16	1st year -- January anniversary -- faculty evaluations due from Committee to Chair	Eval TT 1st yr Jan	
30-Sep-16	Reg PT 1st year - January anniversary - due from Chair to Dean	Eval RPT 1st yr Jan	
30-Sep-16	1st year -- January anniversary -- faculty evaluations due from Chair to Dean	Eval TT 1st yr Jan	
1-Oct-16	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	
1-Oct-16	President notifies 5th year TT faculty to apply for tenure by Dec 31	Tenure & Promo Sept	
1-Oct-16	President notifies 5th year TT faculty to apply for tenure by Dec 31	Tenure Only Sept	
1-Oct-16	Department Recommendation Committee AND Department Chair submits recommendations to electronic portfolio	Ten Jan	
10-Oct-16	Fall Break	Calendar	
11-Oct-16	Fall Break	Calendar	
21-Oct-16	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from Committee to Dean/Director	Eval TT 5th yr PROMO	
21-Oct-16	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from Committee to Dean/Director Dean/Director	Tenure & Promo Sept	
28-Oct-16	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from Chair to Dean/Director	Eval TT 5th yr PROMO	
28-Oct-16	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from Chair to Dean/Director	Tenure & Promo Sept	
30-Oct-16	Reg PT 1st year - January anniversary - due from Dean to Provost	Eval RPT 1st yr Jan	
30-Oct-16	1st year -- January anniversary -- faculty evaluations due from Dean to Provost	Eval TT 1st yr Jan	
31-Oct-16	Sabbatical reports for Spring 15 due from faculty	Sab	
1-Nov-16	Reg PT 2-5 yr - due from Committee to Chair	Eval RPT 2-5 yr	2-Nov-16
1-Nov-16	Temp Fall - faculty evaluations due from Committee to Chair	Eval Temp Fall	2-Nov-16
1-Nov-16	2-4 year - January anniversary - faculty evaluations due from Committee to Chair	Eval TT 2-4 yr Jan	2-Nov-16
1-Nov-16	2-5 year - September anniversary - faculty evaluations due from Committee to Chair	Eval TT 2-4 yr Sept	2-Nov-16
1-Nov-16	Promotion applications due: Applicant will upload electronic portfolio	Prom	2-Nov-16
1-Nov-16	Chairs submit names of faculty applying for promotion to Deans/Director and the Chair of TeP	Prom	2-Nov-16
1-Nov-16	Applicant will complete uploading electronic portfolio for tenure and promotion	Tenure & Promo Sept	2-Nov-16
1-Nov-16	Chairs submit names of faculty applying for promotion to Deans/Director and the Chair of TeP	Tenure & Promo Sept	2-Nov-16
1-Nov-16	Letter of intent to apply for tenure may be included in electronic portfolio if submitted on Nov 1st	Tenure & Promo Sept	2-Nov-16
1-Nov-16	TeP Committee submits Tenure recommendations to President	Ten Jan	2-Nov-16
1-Nov-16	For Tenure applicants also applying for promotion, faculty member may update narratives and curriculum vita in electronic portfolio. Applicant has until Nov 6th to update portfolio for promotion	Ten Jan	2-Nov-16
8-Nov-16	Reg PT 2-5 yr - due from Chair to Dean	Eval RPT 2-5 yr	11/9/2016
8-Nov-16	Temp Fall - faculty evaluations due from Chair to Dean	Eval Temp Fall	11/9/2016
8-Nov-16	2-4 year - January anniversary - faculty evaluations due from Chair to Dean	Eval TT 2-4 yr Jan	11/9/2016
8-Nov-16	2-5 year - September anniversary - faculty evaluations due from Chair to Dean	Eval TT 2-4 yr Sept	11/9/2016
8-Nov-16	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	11/9/2016
15-Nov-16	11-H hiring requests - decisions due from President	11 H	16-Nov-16
1-Apr-17	1st year - January anniversary - probationary faculty notified of renewal/non-renewal by President	Eval TT 1st yr Jan	3-Apr-17
15-Nov-16	Tenure applicant may submit written clarification to President, regarding the TeP recommendation	Ten Jan	16-Nov-16
30-Nov-16	Reg PT 2-5 yr - due from Dean to Provost	Eval RPT 2-5 yr	
30-Nov-16	Temp Fall - faculty evaluations due from Dean to Provost	Eval Temp Fall	

DATE	TASK	Item	Due Date Changes
30-Nov-16	2-4 year - January anniversary - faculty evaluations due from Dean to Provost	Eval TT 2-4 yr Jan	
10-Dec-16	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	
10-Dec-16	5 year TT - Sept anniv - applying for Ten&Promo - faculty evaluations due from Deans/Directors to faculty member, Chair, Evaluation Committee	Tenure & Promo Sept	
12-Dec-16	Fall semester ends	Calendar	
15-Dec-16	2-4 year - January anniversary - probationary faculty notified of renewal/non-renewal by President	Eval TT 2-4 yr Jan	
15-Dec-16	2-5 year - September anniversary - faculty evaluations due from Deans/Directors to Provost	Eval TT 2-4 yr Sept	
15-Dec-16	Department Evaluation Committee Chair submits Promotion recommendations to electronic portfolio and applicant	Prom	
15-Dec-16	Department Evaluation Committee Chair submits Tenure and Promotion recommendations to electronic portfolio and applicant.	Tenure & Promo Sept	
22-Dec-16	Department Chair submits promotion recommendations to electronic portfolio and applicant	Prom	
22-Dec-16	Dean/Director submits promotion Recommendation to electronic portfolio and applicant	Prom	
22-Dec-16	Department Chair submits tenure and promotion recommendations to electronic portfolio and applicant	Tenure & Promo Sept	
22-Dec-16	Dean/Director submits promotion recommendation to electronic portfolio and applicant	Tenure & Promo Sept	
31-Dec-16	Tenure applicants submit "intent to apply letter" to President with a copy to Department	Tenure Only Sept	
31-Dec-16	5th year - January anniversary - faculty notified of tenure status by President	Eval TT 5th yr Jan	
31-Dec-16	Tenure yes/no letters go out (deadline 12/31)	Ten Jan	
15-Jan-17	Applicant may submit written statement to TeP regarding promotion recommendations from Department Committee, Chair, and/or Dean/Director.	Tenure & Promo Sept	
15-Jan-17	Applicant may submit written statement to TeP regarding promotion recommendations from Department Committee, Chair, and/or Dean/Director	Prom	
23-Jan-17	Spring semester begins	Calendar	
20-Jan-17	Tenure only (not applying for promotion) - applicant completes uploading electronic portfolio	Tenure Only Sept	
30-Jan-17	1st year -- September anniversary -- faculty evaluations due from Committee to Chair	Eval TT 1st yr Sept	1-Feb-17
30-Jan-17	Reg PT 1st year - Sept anniversary - due from Committee to Chair	Eval RPT 1st yr Sep	1-Feb-17
30-Jan-17	2-4 year faculty notified of renewal by President (5th year faculty notified of tenure status by May 31)	Eval TT 2-4 yr Sept	1-Feb-17
1-Feb-17	Provost sends letters and promotion recommendations to faculty applicants and cc's TeP	Prom	
1-Feb-17	President notifies 5th year TT faculty with January anniversary to apply for tenure by May 1	Ten Jan	
1-Feb-17	Provost sends letters and promotion recommendations to faculty applicants and cc's TeP	Tenure & Promo Sept	
7-Feb-17	Reg PT 1st year - Sept anniversary - due from Chair to Dean	Eval RPT 1st yr Sep	8-Feb-17
7-Feb-17	1st year -- September anniversary -- faculty evaluations due from Chair to Dean	Eval TT 1st yr Sept	8-Feb-17
7-Feb-17	Promotion applicant may submit statement to TeP regarding Provost's recommendation	Tenure & Promo Sept	8-Feb-17
7-Feb-17	Promotion applicant may submit statement to TeP regarding Provost's recommendation	Prom	8-Feb-17
15-Feb-17	FOR SPRING 2017 - Chair nominations (2017) due to Provost Office	Chairs	
15-Feb-17	Sabbatical reports for Fall 15 due to deans. To Provost by 2/28/16	Sab	
15-Feb-17	Department Committee and Department Chair submits recommendation to electronic portfolio	Tenure Only Sept	
28-Feb-17	Reg PT 1st year - Sept anniversary - due from Dean to Provost	Eval RPT 1st yr Sep	28-Feb-17
28-Feb-17	1st year -- September anniversary -- faculty evaluations due from Dean to Provost	Eval TT 1st yr Sept	28-Feb-17
28-Feb-17	Sabbatical reports for Fall 15 due from Deans to Provost	Sab	28-Feb-17
10-Mar-17	Spring Break begins at 5 pm	Calendar	
20-Mar-16	Spring Break ends at 8 am	Calendar	
15-Mar-17	Sabbatical applications due for Spring 2018, Fall 2018, or Spring 2019. Semesters to be determined	Sab	
1-Apr-17	Reg PTs >5 years, evaluated every 3rd year - due from Committee to Chair	Eval RPT 3 years	
1-Apr-17	Temp AY or Spr - faculty evaluations due from Committee to Chair	Eval Temp AY or Spr	
1-Apr-17	Tenured 5th year - faculty evaluations due from Committee to Chair	Eval Tenured	
1-Apr-17	1st year - September anniversary - probationary faculty notified of renewal/non-renewal by President	Eval TT 1st yr Sept	
1-Apr-17	5th year - January anniversary - faculty evaluations due from Committee to Chair	Eval TT 5th yr Jan	
1-Apr-17	TeP Committee submits Tenure recommendations to the President	Tenure & Promo Sept	
1-Apr-17	TeP Committee submits Tenure recommendations	Tenure Only Sept	
8-Apr-17	Reg PTs >5 years, evaluated every 3rd year - due from Chair to Dean	Eval RPT 3 years	
8-Apr-17	Temp AY or Spr - faculty evaluations due from Chair to Dean	Eval Temp AY or Spr	
8-Apr-17	Tenured 5th year - faculty evaluations due from Chair to Dean	Eval Tenured	
8-Apr-17	5th year - January anniversary - faculty evaluations due from chair to dean	Eval TT 5th yr Jan	

DATE	TASK	Item	Due Date Changes
8-Apr-17	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 Sept	
8-Apr-17	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 Sept	
15-Apr-17	Non-renewal letters for RPT faculty due from President	Eval RPT	
15-Apr-17	5th year - January anniversary - faculty evaluations due from Dean to Provost	Eval TT 5th yr Jan	
15-Apr-17	Promotion recommendations due from TeP. Letter from TeP Chair sent to faculty	Prom	
15-Apr-17	Tenure applicant may submit written clarification to President, regarding the TeP recommendation	Tenure & Promo Sept	
15-Apr-17	TeP Committee submits Promotion recommendations. Letter from TeP chair sent to faculty	Tenure & Promo Sept	
15-Apr-17	Tenure applicant may submit written clarification to President, regarding the TeP recommendation	Tenure Only Sept	
1-May-17	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	5/2/2017
1-May-17	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	5/2/2017
1-May-17	Summer Binding contracts for non-classroom assignments are sent out by the Provost Office	Summer	5/2/2017
1-May-17	Tenure applicants submit "intent to apply letter" to President with a copy to department	Ten Jan	5/2/2017
1-May-17	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 Sept	5/2/2017
8-May-17	Promotion applicant may submit written clarification to President, regarding the TeP recommendation	Prom	5/9/2017
8-May-17	Promotion applicant may submit written clarification to President, regarding the TeP recommendation	Tenure & Promo Sept	5/9/2017
5-May-17	Spring semester ends	Calendar	
15-May-17	Tenured Faculty applying for promotion - first year of process - evaluations due to Provost	Prom	5/16/2017
15-May-17	Reg PTs >5 years, evaluated every 3rd year - due from Dean to Provost	Eval RPT 3 years	5/16/2017
15-May-17	Temp AY or Spr - faculty evaluations due from Dean to Provost	Eval Temp AY or Spr	5/16/2017
15-May-17	Tenured 5th year - faculty evaluations due from Dean to Provost	Eval Tenured	5/16/2017
15-May-17	Sabbatical recommendations due to Provost from SaLE	Sab	5/16/2017
31-May-17	President notifies faculty of tenure decisions	Tenure & Promo Sept	
31-May-17	President notifies faculty of tenure decisions	Tenure Only Sept	
1-Jul-17	Faculty notified of Sabbatical decisions	Sab	
1-Jul-17	Reg PTs >5 years reappointment letters due to RPT faculty from President	Eval RPT 3 years	
15-Jul-17	Faculty notified of promotion decisions by President	Prom	
15-Jul-17	Faculty notified of promotion decisions by President	Tenure & Promo Sept	