

**CALENDAR YEAR SCHEDULE OF FACULTY PERSONNEL ACTIONS  
2009-2010**

**August 2009**

**August 24**

**Faculty Outside Employment**

Provost sends a notice to the deans regarding Faculty Request to Conduct Outside Employment

**September 2009**

**September 1**

**Promotion**

Provost notifies deans of those faculty members who are in their first year of eligibility for promotion.

**October 2009**

**Early October**

**Sabbatical and Academic Leave**

Notice sent out by Grants and Research advising faculty member of due dates.

**October 2**

**Faculty Outside Employment**

All request for outside employment forms are due to the provost

**October 30**

Application/proposals and Deans' recommendation letter due to Grants and Research

**November 2009**

**November 2**

**Promotion and Tenure**

Deadline for College Rank and Tenure Committees to begin review of promotion and tenure cases.

**November 13**

**Renewal of Contracts for Non-tenured faculty on Tenure-Track Appointment**

Second year of service contract renewal recommendations due to the provost.

**November 13**

**Sabbatical and Academic Leave**

Committee on Grants and Leaves meet and forwards recommendations to the Provost.

**November 13**

**Faculty Contracts**

Deans' offices begin preparing contracts for the spring semester.

**December 2009**

**December 1**

**Renewal of Contracts for Non-tenured faculty on tenure-track appointment**

Deadline for notice of non-renewal to second-year faculty.

**December 8**

**Endowed Professorships**

Provost notifies deans of upcoming endowed professorship term expirations.

**December 8**

**Sabbatical and Academic Leave**

Provost notifies faculty on leave requests.

**January 2010**

**January 4**

**Promotion and Tenure**

College Rank and Tenure Committee's tenure and promotion recommendations due to the deans and to candidates.

## February 2010

- February 1**                    **Renewal of Contracts for Non-tenured faculty on tenure-track appointment**  
First-year of service contract renewal recommendations due to the provost.
- February 8**                    **Sabbatical and Academic Leave**  
Applications for Academic Leave only for faculty applying for sp 11 semester
- February 17**                   **Promotion and Tenure**  
Deans' recommendations on tenure and promotion candidates are due to the provost. Deans will send their recommendation letter along with the CRTC recommendation letter and all required application materials.
- February 26**                   **Renewal of Contracts for Non-tenured faculty on tenure-track appointment**  
Third and Subsequent years of service contract renewal recommendations due to the provost.
- February 26**                   Second round of second-year faculty contract renewal recommendations due to the provost.
- February 26**                   **Faculty members' retirement notices due in the Office of the Provost**
- February 26**                   **Faculty Contracts**  
Deans' offices begin preparing contracts for ordinary faculty members for AY 2010-11
- March 2010**
- March 8**                        **Faculty Contracts**  
Mail contracts to ordinary faculty members and continue with the process until all contracts for the 2010-11 AY have been sent. Contractual mail date to ordinary faculty is on or before March 15<sup>th</sup>.
- March 31**                    **Promotion and Tenure**  
Provost's decisions on tenure and promotion applications are due to candidates
- April 2010**
- April 1**                         **Promotion and Tenure**  
Provost notifies deans of those faculty members who are to be considered for tenure in the next academic year.
- April 15**                      **Emeritus Status**  
Deans' recommendations on granting emeritus status are due in the Office of the Provost
- April 26**                      **Renewal of Contracts for Non-tenured faculty on tenure-track appointment**  
Deadline for notice of non-renewal of contract for second round of second-year faculty and for all non-tenured faculty in their third and subsequent years.
- April 30**                      **Promotion and Tenure**  
Deadline for Deans to notify faculty members who are to be considered for tenure in the next academic year.
- April 30**                      Deadline for submitting appeals for denial of tenure to URTC.
- May 2010**
- May 3**                         **Endowed Professorships**  
Provost sends notice of stewardship report due dates to the deans.

**June 2010**

**June 30**

**Promotion and Tenure**

URTC recommendations regarding denial of tenure appeals due to the President

**July 2010**

**July 2**

**Endowed Professorships**

Stewardship reports due to the Provost by the Endowed Professors

**July 16**

**Promotion and Tenure**

Deadline for the President to respond to the URTC recommendations on tenure appeals.

**2009-2010**

**Resignations**

Deans will send a copy of the resignation letter to the Provost upon receipt from the faculty member.