

Timetable for Personnel Recommendations

Revised 2021

**For All Colleges/Schools
except the Law School**

For Law School

Third and Fourth Year Contract Renewal

Third and Fourth Year Contract Renewal

Due Dates

FEC to Dept Chair
Dept Chair to Academic Council
Academic Council to Dean
Dean to Provost
Due to Faculty

Candidate's file to T&PC Chair
T&PC to Law Academic Council
Law Academic Council to Dean
Dean to Provost
Due to Faculty

1-Oct
15-Oct
1-Nov
15-Nov
15-Dec

Sabbatical

Sabbatical

Application due to Chair
FEC and Chair to Dean
Dean to Provost
Provost to Chancellor
Due to Faculty

Application due to Chair
FEC and Chair to Dean
Dean to Provost
Provost to Chancellor
Due to Faculty

1-Oct
1-Nov
1-Dec
1-Jan
start of Spring semester

Tenure Timeline

Tenure Timeline

Tenured Members to Dept. Chair
Dept. Chair to Academic Council
Academic Council to Dean
Dean to Provost
Provost to Chancellor
Due to BOT

Candidate's file to T&PC Chair
T&PC to Law Academic Council
Law Academic Council to Dean
Dean to Provost
Provost to Chancellor
Due to BOT

15-Oct
15-Nov
1-Dec
1-Jan
1-Feb
date varies

Promotions

Promotions

**Full Professor, Commonwealth Professor,
and Senior Lecturer I & II**

**Full Professor, Commonwealth Professor,
and Senior Lecturer I & II**

FEC to Dept. Chair
Dept. Chair to Academic Council
Academic Council to Dean
Dean to Provost
Due to Faculty

Candidate's file to T&PC Chair
T&PC to Law Academic Council
Law Academic Council to Dean
Dean to Provost
Due to Faculty

1-Dec
30-Dec
30-Jan
20-Feb
15-May

Librarians

Librarians

Library Evaluation Committee (LEC) to
Division Head
Division Head to Dean
Dean to Provost
Provost to Chancellor
Chancellor to Librarian

Library Evaluation Committee (LEC) to Assoc.
Dean, Law Library
Assoc. Dean, Law Library to Dean
Dean to Provost
Provost to Chancellor
Chancellor to Librarian

15-Jan
15-Feb
15-Mar
15-Apr
15-May

Technicians

Technicians

Dept. Chair or Supervisor to Dean
Dean to Provost
Provost to Chancellor
Chancellor to Technician

N/A

15-Feb
15-Mar
15-Apr
15-May

PMYR

DEC/LEC (as appropriate) to Dept. Chair
Dept. Chair to Academic Council
Academic Council to Dean
Dean to Provost
Due to Faculty

Professor/Librarian Emeritus

Dean to Provost
Due to Faculty/Librarian

Fifth and Sixth Year Contract Renewal

FEC to Dept Chair
Dept Chair to Academic Council
Academic Council to Dean
Dean to Provost
Due to Faculty

PMYR

Candidate's file to T&PC Chair
T&PC to Law Academic Council
Law Academic Council to Dean
Dean to Provost
Due to Faculty

Professor/Librarian Emeritus

Dean to Provost
Due to Faculty/Librarian

Fifth and Sixth Year Contract Renewal

Candidate's file to T&PC Chair
T&PC to Law Academic Council
Law Academic Council to Dean
Dean to Provost
Due to Faculty

February 11, 2022
February 25, 2022
March 18, 2022
April 22, 2022
May 13, 2022

15-Mar
early May

1-Apr
15-Apr
1-May
30-May
15-Sep