

Timetable for Personnel Recommendations

Revised 2023

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

For Law School

Probationary Contract Renewal

Probationary Contract Renewal

Due Dates

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

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 Faculty

16-Oct
15-Nov
5-Dec
5-Jan
5-Feb
5-Mar
6-May

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

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

Tenure Timeline

Tenure Timeline

Candidate to FEC
FEC 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-Sep
16-Oct
6-Nov
5-Dec
5-Jan
5-Feb
5-Mar

Promotions

Promotions

**Full Professor, Commonwealth Professor,
and Teaching Faculty**

**Full Professor, Commonwealth Professor,
and Teaching Faculty**

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

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 Faculty

15-Nov
15-Dec
5-Jan
5-Feb
5-Mar
5-Apr
6-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

16-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

Pre-Tenure Contract Renewal

Candidate to FEC
FEC to Dept Chair
Dept Chair to Academic Council
Academic Council to Dean
Dean to Provost
Provost to Chancellor
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

Pre-Tenure Contract Renewal

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 Faculty

February 12, 2024
February 26, 2024
March 18, 2024
April 22, 2024
May 13, 2024

15-Mar
early May

16-Oct
15-Nov
5-Dec
5-Jan
5-Feb
5-Mar
6-May