

## Timetable for Personnel Recommendations

Revised 2025

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

#### Probationary 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

#### Sabbatical

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

#### 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

#### Promotions

#### **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

#### **Librarians**

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

#### **Technicians**

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

### For Law School

#### Probationary 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

#### Sabbatical

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

#### Tenure Timeline

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

#### Promotions

#### **Full Professor, Commonwealth Professor, and Teaching 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

#### **Librarians**

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

#### **Technicians**

N/A

#### Due Dates

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

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

15-Sep  
15-Oct  
5-Nov  
5-Dec  
6-Jan  
5-Feb  
5-Mar

17-Nov  
16-Dec  
6-Jan  
5-Feb  
5-Mar  
7-Apr  
6-May

16-Jan  
17-Feb  
16-Mar  
15-Apr  
15-May

16-Feb  
16-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 16, 2026  
March 2, 2026  
March 23, 2026  
April 27, 2026  
May 18, 2026

16-Mar  
early May

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