

Timetable for Personnel Recommendations

Revised 2026

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
16-Nov
7-Dec
5-Jan
5-Feb
5-Mar
5-May

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

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

16-Nov
15-Dec
5-Jan
5-Feb
5-Mar
5-Apr
5-May

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

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

PMYR

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

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 1, 2027
February 22, 2027
March 15, 2027
April 5, 2027
April 26, 2027
May 17, 2027

15-Mar
early May

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