SCHEDULE OF ACADEMIC PERSONNEL ACTIONS - 2018-2019

Sabbatical Leave Requests - Effective AY 2019/20

September 14, 2018........................................... Faculty requests due in Dean’s Office
December 15, 2018........................................... Faculty notification deadline

Current Promotion, Continuing Appointment, and Tenure Portfolio Reviews - Effective AY 2019/20

September 28, 2018........................................... Addendum portfolio items due in Dean’s Office
December 7, 2018........................................... Portfolio due in Office of the Provost
May 12, 2019.................................................. Notification deadline for appointment decisions

Future Promotion, Tenure, Continuing Appointment Requests - Effective AY 2020/2021

August 20, 2018.............................................. Faculty to notify Division Director of intent
(Sixth year promotion & tenure candidates do not need to notify their Division Director. Process guideline memo will be sent out automatically.)
September 18, 2018........................................... Faculty process guide & deadline memo distributed

Third Year Probationary Review of Tenure-eligible Faculty and Academic Professionals - Effective AY 2019/20

August 20, 2018.............................................. Faculty process guide & deadline memo distributed
January 4, 2019.............................................. Faculty materials due in Dean’s Office
May 12, 2019.................................................. Faculty notification deadline

Promotion of Non-Tenure Eligible Clinical Faculty, Lecturers, Research Faculty and Academic Professionals and/or Review for Renewal of Multi-Year Appointments* Effective AY 2019/20

August 20, 2018.............................................. Faculty promotion requests due to Division Directors
August 31, 2018.............................................. Faculty process guide & deadline memo distributed
January 4, 2019.............................................. Faculty renewal/promotion materials due in Dean’s Office
May 12, 2019.................................................. Notification deadline for appointment/promotion decisions

*Multi-year reviews are conducted during the year prior to the final year to be in compliance with ABOR policy.
Annual Performance Evaluations 2018

January 25, 2019 ........................................... Annual Review materials due by Faculty

March 29, 2019 ................................................ PEC/Division Director annual faculty reviews due in
Dean’s Office

April 12, 2019 ................................................ Annual reviews available to faculty

Emeritus Status

Tenured faculty and academic professionals with continuing status who retire may be recommended for emeritus status which must be approved by the President. Written notification of the retirement date and a request for emeritus status with recommendation from the dean to the Office of the University Provost initiates this process, at the beginning of the semester of retirement.

Effective spring 2019 – December 10, 2018  Written requests due in Dean’s Office
Effective fall 2019 – May 10, 2019 ..........  Written requests due in Dean’s Office