



# Academic Personnel Calendar for 2016-2017

Materials To	Sabbatical Leave Application	Tenure & Promotion	Pre-Tenure Evaluation Years 1 & 2 Renewal	Pre-Tenure Evaluation years 3, 4, & 5 Renewal	Merit for AY 2016-2017	Five-Year Post-Tenure Professional Assessment	Evaluation of Lecturers	Annual Report of Professional Activities (ARPA)
<b>Department Personnel Committee</b> Receive Dossier Forward Dossier*		August 25, 2016 September 9, 2016	January 10, 2017 January 31, 2017	September 9, 2016 October 7, 2016	August 25, 2016 September 23, 2016	November 14, 2016 December 12, 2016		Tenure/Tenure Track – due on 08/25/2016 ARPA with copy of current CV due to DPC.
<b>Department Chair</b> Receive Dossier Forward Dossier*	August 25, 2016 September 19, 2016	September 9, 2016 September 23, 2016	January 31, 2017 February 14, 2017	October 7, 2016 October 21, 2016	September 23, 2016 October 21, 2016	December 12, 2016 January 25, 2017	January 13, 2017 February 13, 2017	Lecturers - Last day of the Fall Semester due to Dept. Chairs
<b>College Personnel Committee</b> Receive Dossier Forward Dossier*		September 23, 2016 October 21, 2016		October 21, 2016 November 14, 2016		January 25, 2017 February 27, 2017		
<b>College Dean</b> Receive Dossier Forward Dossier*	September 19, 2016 October 14, 2016	October 21, 2016 November 14, 2016	February 14, 2017 February 28, 2017	November 14, 2016 January 11, 2017	October 21, 2016 November 18, 2016	February 27, 2017 April 3, 2017	** February 13, 2017 March 13, 2017	
<b>University Committee on Academic Personnel (UCAP)</b> Receive Dossier Forward Dossier*		November 14, 2016 January 16, 2017	*** February 28, 2017 March 20, 2017	January 11, 2017 February 21, 2017				
<b>University Sabbatical Committee</b> Receive Dossier Forward Dossier*	October 14, 2016 November 14, 2016							
<b>Provost</b> Receive Dossier Forward Dossier*	November 14, 2016 November 28, 2016	January 17, 2017 February 14, 2017	March 20, 2017 April 10, 2017	February 21, 2017 April 12, 2017		April 3, 2017 April 21, 2017		
<b>President</b> Receive Dossier Forward Dossier*	November 28, 2016 December 9, 2016	February 14, 2017 March 3, 2017	*** April 10, 2017 April 24, 2017	April 12, 2017 April 26, 2017				
<b>BOT Academic and Student Affairs Committee Meeting</b>								

\* According to the *UT-AAUP Collective Bargaining Agreement* (9.2.3.6) with the tenured/tenure-track faculty, “forwarding of the dossier to the next level shall not occur until the five (5) day reconsideration timeline has expired.” In order to provide a five-day window in which to request reconsideration as provided by the CTA, all evaluations must be completed at least five (5) days prior to forwarding the dossiers to the next evaluator.

\*\* According to the *UT-AAUP Collective Bargaining Agreement* (9.2.9) with the lecturers, lecturers ‘must receive their evaluation review approved by the Dean no later than the last day of March.’

\*\*\* According to the *UT-AAUP Collective Bargaining Agreement* (9.2.3.1) used ONLY if non-renewal recommendation by the Dean.