

Academic Personnel Calendar, 2008-09

Materials To	Year 2 Renewal	Promotion & Tenure	Merit for AY 2007- 08	Year 3, 4 and 5 Renewal	Sabbatical Proposals	Five-Year Professional Assessment	Evaluation of Lecturers	Year 1 Review
Department Personnel Committee								
Receive Dossier	8/11/08	8/29/08	9/2/08	9/19/08	-----	11/25/08	-----	1/5/09
Forward Dossier*	9/2/08	9/19/08	9/26/08	10/10/08		12/12/08		1/23/09
Department Chair								
Receive Dossier	9/2/08	9/19/08	9/26/08	10/10/08	9/29/08	12/12/08	1/23/09	1/23/09
Forward Dossier	9/15/08	10/3/08	10/17/08	10/24/08	10/17/08	1/20/09	2/23/09	2/6/09
College Personnel Committee								
Receive Dossier	9/15/08	10/3/08	-----	10/24/08	-----	1/20/09	-----	-----
Forward Dossier	9/29/08	10/24/08		11/25/08		2/23/09		
College Dean								
Receive Dossier	9/29/08	10/24/08	10/17/08	11/25/08	10/17/08	2/23/09	2/23/09	2/6/09
Forward Dossier or Final Eval.	10/17/08	11/25/08	11/14/08	1/5/09	11/25/08	3/23/09	3/23/09**	2/27/09
University Committee on Academic Personnel								
Receive Dossier	10/17/08	11/25/08	-----	1/5/09	-----	-----	-----	-----
Forward Dossier	11/7/08	1/23/09		2/27/09				
University Sabbatical Committee								
Receive Dossier	-----	-----	-----	-----	11/25/08	-----	-----	-----
Forward Dossier					12/12/08			
Provost								
Receive Dossier	11/7/08	1/23/09	-----	2/27/09	12/12/08	3/23/09	-----	2/27/09
Forward Dossier or Final Eval.	11/28/08	3/13/09		4/10/09	1/23/09	4/20/09		03/27/09
President								
Receive Dossier	11/28/08	3/13/09	-----	4/10/09	1/23/09	-----	-----	-----
Final Evaluation	12/12/08	03/27/09		04/24/09	2/2/09			

* 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 faculty a five-day window in which to request reconsideration as provided by the CBA, **all** evaluations must be completed at least five 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.”