

## Academic Personnel Calendar 2018-19

Faculty return August 20, 2018  
First day of Class is August 27, 2018

Materials To	Sabbatical Leave Application	Tenure &/or Promotion	Pre-Tenure Evaluation Years 1 & 2 Renewal	Pre-Tenure Evaluation years 3, 4, & 5 Renewal	Merit for AY 2017-2018	Five-Year Post-Tenure Professional Assessment	Emeritus Review Fall term	Emeritus Review Spring term	Evaluation of Lecturers	Annual Report of Professional Activities (ARPA)
<b>Department Personnel Committee (DPC)</b> Receive Dossier Forward Dossier*		September 10, 2018- October 1, 2018	January 18, 2019- February 8, 2019	September 17, 2018 - October 10, 2018	September 21, 2018- October 19, 2018	November 9, 2018- December 7, 2018				September 21, 2018 ARPA with copy of current CV due to DPC or COMLS Dept. Chair.
<b>Department Chair</b> Receive Dossier Forward Dossier*	September 17, 2018 - October 1, 2018	October 1, 2018 - October 15, 2018	February 8, 2019- February 22, 2019	October 10, 2018- November 2, 2018	October 19, 2018- November 9, 2018	December 7, 2018- January 18, 2019			January 18, 2019- February 15, 2019	Lecturers – Last day of the Fall Semester due to Dept. Chairs
<b>College Committee on Academic Personnel or COMLS APT Committee or CHHS AP Committee</b> Receive Dossier		October 15, 2018 - November 9, 2018		November 2, 2017 - November 30, 2017		January 18, 2019- February 18, 2019				
<b>College Dean</b> Receive Dossier Forward Dossier*	October 1, 2018 - October 19, 2018	November 9, 2018 - November 30, 2018	February 22, 2019- March 22, 2019	November 30, 2018- January 18, 2019	November 9, 2018- December 7, 2019	February 18, 2019- March 18, 2019			** February 15, 2019 March 22,	
<b>University Committee on Academic Personnel (UCAP)</b> Receive Dossier Forward Dossier*		**** November 30, 2018 – January 25, 2019	*** March 22, 2019- April 5, 2019	January 18, 2019- February 22, 2019						
<b>University Committee on Sabbaticals (UCS)</b> Receive Dossier Forward Dossier*	October 19, 2018- November 9, 2018									
<b>Provost</b> Receive Dossier Forward Dossier*	November 9, 2018- November 26, 2018	January 25, 2019- February 22, 2019	April 5, 2019- April 26, 2019	February 22, 2019- March 22, 2019		March 18, 2019- April 19, 2019	October 1, 2018- October 19, 2018	April 5, 2019- April 19, 2019		
<b>President</b> Receive Dossier Forward Dossier*	November 26, 2018- December 14, 2018	February 22, 2019 - March 22, 2019	*** April 26, 2019- May 10, 2019	March 22, 2019- April 19, 2019			October 19, 2018- November 9, 2018	April 19, 2019- May 3, 2019		
<b>BOT Academic and Student Affairs Committee Meeting</b>	<b>February BOT</b>	<b>April BOT</b>					<b>December BOT</b>	<b>June BOT</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.

COML-Faculty covered under the *Faculty Rules and Regulations* (2015) are renewed annually, July to June, with notifications of contract renewal in early May; notifications of non-renewals are outlined in the *Rules and Regulations*.

\*\*\*\*Excludes COMLS and HHS

updated: July 2, 2018