

## Faculty Affairs Timelines for Departments for Calendar Year 2021

<b>February &amp; March, 2021</b>	<b>APT Promotion and Tenure Sessions</b>
	Tuesday, February 23, 5:00 p.m. to 6:00 p.m.
	Wednesday, March 24, 12:00 p.m. to 1:00 p.m.
	Wednesday, March 24, 5:00 p.m. to 6:00 p.m.
<b>March 1 to March 31, 2021</b>	<b>Community-Based and ProMedica Practitioners Roster Review</b>
	<p>1) Rosters will be distributed to Dept Chairs to review for reappointments or terminations.</p> <p>2) Reappointments: Dept Admins to prepare letters and bring to Faculty Affairs for the Dean's signature - a copy is kept for the personnel file: original returned to dept admins to send out.</p> <p>3) Terminations: Dept Admins prepare letters/ chairs sign and send a copy to Faculty Affairs for the personnel file.</p>
<b>March 22, 2021 &amp; September 13, 2021</b>	<b>Emeritus Requests</b>
	<p>Dept Chairs can send emeritus status requests to Faculty Affairs twice a year.</p> <p>1) spring requests due by March 22</p> <p>2) fall requests due by Sept 13.</p>
<b>March 31, 2021 &amp; September 31, 2021</b>	<b>Non-Renewal Requests UT Salaried Faculty</b>
	<p>Please contact Faculty Affairs regarding non-renewal requests for UT salaried faculty</p> <p>1) by March 31 for faculty employed &gt; 3 years</p> <p>2) by Sept 30 for faculty employed &lt; 3 years.</p>
<b>April 1, 2021</b>	<b>Promotion Process starts for AY 2021 Cycle</b>
	<p>Dept Chairs begin the promotion and/or tenure process which starts Fall Semester 2021</p> <p>1) Chairs send an updated list of the department APT membership to Faculty Affairs</p> <p>2) Chairs send the list of faculty applying for promotion and/or tenure Fall 2021 to Faculty Affairs</p> <p>3) External letters for those on tenure eligible tracks <b><i>MUST</i></b> indicate whether promotion and/or tenure would be granted at the writer's institution. Please allow at least three to four months for these letters to come back. NB: the college APT process will <b><i>not</i></b> start without these letters.</p>
<b>May 30 through August 16, 2021</b>	<b>UT Salaried Faculty Contracts for FY 2022</b>
	<p>All contracts will be distributed to faculty members with copies to Dept Chairs. These must be returned by July 1 as the contract expires June 30. <b>For faculty who fail to return a signed contract, the Office of Faculty Affairs will send a reminder to the faculty, chair, Dean by Aug 1st with terminations occurring Aug 16 if the signed contracts are not returned.</b></p>
<b>September 6, 2021</b>	<b>Review Process</b>
	<p>1) <b>Annual reviews</b> to be completed for all faculty and uploaded in Faculty 180 by Sept 6 covering the period 7/1/2020 to 6/30/2021.</p> <p>2) <b>Pre-promotion</b> reviews for tenure-eligible faculty at the rank of assistant professor having completed three years of employment are due to the Dept APT Committee by Sept 6, then to the chair for review by Oct 1. Completed reviews due to Faculty Affairs by Oct 15.</p> <p>3) Dept APT completes the <b>Post-Tenure review process</b> (Oct 29 - Nov 30) and then submits to the chair to review. These are due to the college APT by Jan 4.</p>
<b>September 19, 2021</b>	<b>Sabbatical Requests</b>
	<p>Chairs to submit any Sabbatical/Faculty Improvement Leaves to Faculty Affairs by Sept 19: these are reviewed by the Dean then sent to the University Sabbatical Committee for review by Oct 4.</p>