

## Academic Personnel Calendar 2017-2018

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	COML Annual Renewal	COML Tenure and Promotion	Emeritus Review Fall term	Emeritus Review Spring term	Evaluation of Lecturers	Annual Report of Professional Activities (ARPA)
<b>Department Personnel Committee</b> Receive Dossier Forward Dossier*		September 18, 2017- October 2, 2017	January 19, 2018- February 9, 2018	September 18, 2017 - October 10, 2017	September 18, 2017- October 2, 2017	November 1, 2017- December 8, 2017						September 18, 2017 ARPA with copy of current CV due to DPC or COML Dept. Chair.
<b>Department Chair</b> Receive Dossier Forward Dossier*	September 18, 2017 - October 6, 2017	October 2, 2017 - October 16, 2017	February 9, 2018- February 23, 2018	October 10, 2017- November 1, 2017	October 2, 2017- October 30, 2017	December 8, 2017- January 26, 2018	October 2, 2017 – December 1, 2017	October 2, 2017 – December 1, 2017			January 19, 2018- February 16, 2018	Lecturers - Last day of the Fall Semester due to Dept. Chairs
<b>College Personnel Committee or COML APT Committee</b> Receive Dossier Forward Dossier*		October 16, 2017 - November 9, 2017		November 1, 2017 - November 28, 2017		January 26, 2018- February 23, 2018		December 1, 2017- January 26, 2018				
<b>College Dean</b> Receive Dossier Forward Dossier*	October 6, 2017 - October 20, 2017	November 9, 2017 - November 27, 2018	February 23, 2018- March 23, 2018	November 28, 2017- January 23, 2018	October 30, 2017- November 27, 2017	February 23, 2018- March 23, 2018	December 1, 2017 – February 2, 2018	January 26, 2018 – February 2, 2018			** February 16, 2018 March 23, 2018	
<b>University Committee on Academic Personnel (UCAP)</b> Receive Dossier Forward Dossier*		November 27, 2018 – January 26, 2018	*** March 23, 2018- April 13, 2018	January 23, 2018- February 23, 2018								
<b>University Sabbatical Committee</b> Receive Dossier Forward Dossier*	October 20, 2017- November 3, 2017											
<b>Provost</b> Receive Dossier Forward Dossier*	November 3, 2017- November 17, 2017	January 26, 2018- February 16, 2018	April 13, 2018- April 27, 2018	February 23, 2018- March 23, 2018		March 23, 2018- April 20, 2018	*** February 2, 2018- February 23, 2018	February 2, 2018- February 23, 2018	October 2, 2017- October 20, 2017	April 2, 2018- April 20, 2018		
<b>President</b> Receive Dossier Forward Dossier*	November 17, 2017- December 8, 2018	February 16, 2018 - March 16, 2018	*** April 27, 2018- May 11, 2018	March 23, 2018- April 20, 2018			*** February 23, 2018 - March 16, 2018	February 23, 2018 - March 16, 2018	October 20, 2017- November 9, 2017	April 20, 2018- May 4, 2018		
<b>BOT Academic and Student Affairs Committee Meeting</b>	<b>February BOT</b>	<b>April 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*.