

# The University of Toledo Academic Personnel Calendar 2019-2020

Faculty return August 19, 2019 | First day of Class is August 26, 2019

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 16, 2019- September 30, 2019	January 17, 2020- February 7, 2020	September 16, 2019 - October 9, 2019	September 20, 2019- October 18, 2019	November 8, 2019- December 6, 2019				September 20, 2019 ARPA with copy of current CV due to DPC or COMLS Dept. Chair.
<b>Department Chair</b> Receive Dossier Forward Dossier*	September 16, 2019 - September 30, 2019	September 30, 2019 - October 14, 2019	February 7, 2020- February 21, 2020	October 9, 2019- November 1, 2019	October 18, 2019- November 8, 2019	December 6, 2019- January 17, 2020			January 17, 2020- February 14, 2020	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 Forward Dossier*		October 14, 2019 - November 8, 2019		November 1, 2019 - November 29, 2019		January 17, 2020- February 17, 2020				
<b>College Dean</b> Receive Dossier Forward Dossier*	September 30, 2019 - October 18, 2019	November 8, 2019 - November 29, 2019	February 21, 2020- March 23, 2020	November 29, 2019- January 17, 2020	November 8, 2019- December 6, 2019	February 17, 2020- March 17, 2020			February 14, 2020 March 23, 2020 **	
<b>University Committee on Academic Personnel (UCAP)</b> Receive Dossier Forward Dossier*		**** November 29, 2019 – January 24, 2020	*** March 23, 2020- April 3, 2020	January 17, 2020- February 21, 2020						
<b>University Committee on Sabbaticals (UCS)</b> Receive Dossier Forward Dossier*	October 18, 2019- November 8, 2019									
<b>Provost</b> Receive Dossier Forward Dossier*	November 8, 2019- November 25, 2019	January 24, 2020- February 21, 2020	April 3, 2020- April 27, 2020	February 21, 2020- March 23, 2020		March 17, 2020- April 17, 2020	September 30, 2019- October 18, 2019	April 6, 2020- April 20, 2020,		
<b>President</b> Receive Dossier Forward Dossier*	November 25, 2019 December 13, 2019	February 21, 2020 - March 23, 2020	*** April 27, 2020- May 11, 2020	March 23, 2020- April 17, 2020			October 18, 2019- November 8, 2019	April 20, 2020- May 4, 2020		
<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 Faculty who are not covered under the *UT-AAUP Collective Bargaining Agreement*