

**TABLE 1 – Evaluation Process Due Dates<sup>3,4</sup>**

STEP	1 <sup>st</sup> Year Renewals		2 <sup>nd</sup> or Later Year Renewals		Penultimate Year Tenure Candidates <sup>5</sup>		Promotion	Professional Assessment
	Aug.	Jan.	Aug.	Jan.	Aug.	Jan.		
	Jan20	Sep15	Mar1	Sep15	Sep15	Sep15	Sep15	Art. 4.12
A	Jan20	Sep15	Mar1	Sep15	Sep15	Sep15	Sep15	
B							Sep25	
C	Feb1	Oct1	Mar15	Oct1	Oct1	Sep20	Oct1	Oct1
D	Feb10	Oct10	Mar30	Oct20	Oct20	Oct10	Oct20	Nov1
E	Feb20	Oct20	Apr15	Nov15	Nov15	Nov1	Nov15	Dec1
F	Feb25	Oct25	May1	Dec1	Dec18	Nov13	Dec15	Jan1
G					Mar5	Nov25	Mar5	
H	Mar1	Nov1	May31	Dec31	Apr15	Nov30	Apr15	Feb1
I					May31	Dec31	May15	
<b>Step Description</b>								
A	DEC receives (See Article 4.11.1) and reviews records and notifies members who meet promotion standards or otherwise must be evaluated.							
B	Candidate informs the department Chairperson and DEC Chairperson in writing of desire to be considered for promotion.							
C	DEC Chairperson informs candidates in writing of evaluation process (See Article 4.11.5).							
D	Candidate submits relevant materials for consideration to DEC.							
E	DEC submits evaluations and appropriate recommendations to the Dean.							
F	Dean submits recommendations.							
G	University-wide Promotion and Tenure Committee submits recommendations to the Provost.*							
H	Provost takes required action and informs candidate.*							
I	Board awards tenure/promotions.							

<sup>3</sup> The evaluation schedule for those members who are not appointed at the beginning of a semester shall follow the evaluation schedule of members employed at the beginning of the semester closest to their appointment date.

<sup>4</sup> If any of the dates above fall on a weekend or holiday, the deadline shall be the close of the business on the business day preceding the date listed.

<sup>5</sup> All early tenure consideration follows timetable for August appointments.

\*In the absence of the Provost, the President shall assume this role in Articles 4.11.4 through 4.11.14, 4.12 and 4.15.