

Faculty Year 1 and Year 2 Faculty Plan and Reappointment

Faculty Plan and Reappointment in Year 1

Faculty: Yr 1	Thurs Oct. 25	Solicitation of supporting materials by deans for faculty in first year of service.
Faculty: Yr 1	Mon Jan. 7	Closing of annual evaluation files of faculty in first year of service. Review of first-year faculty are feedback reviews.
Faculty: Yr 1	Tues Jan. 29	PRC feedback review of first-year faculty are due to deans by 2 p.m. *
Faculty: Yr 1	Fri Feb. 1	Rebuttal letters to PRC recommendations are due by 2 p.m.*
Faculty: Yr 1	Tues Feb. 5	Deans provide feedback review to faculty in first year of service.
Faculty: Yr 1	Fri Feb. 8	Rebuttal letter to dean's recommendations are due by 2 p.m.*
Faculty: Yr 1 PLAN	Wed Mar. 20	PRC and dean meets with faculty in first year of service to review draft faculty plan, except faculty hired mid-year (January).

Faculty Plan and Reappointment in Year 2

Faculty: Yr 2	Fri Sep. 14	Solicitation of supporting materials by deans for evaluation files of faculty in second year of service. Revised faculty plans due to PRC no later than October 23rd.
Faculty: Yr 2 PLAN	Fri Sep. 14	Faculty in second year of service must submit faculty plan to the PRC by October 11th.
Faculty: Yr 2 PLAN	Thurs Oct. 11	If necessary, and in the case of a disagreement between the second-year faculty member and the PRC about the quality of the faculty plan, faculty in year two can request a vote by all of the tenured program faculty members on the acceptability of the plan. If the plan is not accepted and the tenured program faculty members recommend revisions, the second-year faculty member can revise the plan and submit to tenured program faculty members in time for PRC vote on the revised plan by October 23rd.
Faculty: Yr 2 PLAN	Mon Oct. 22	Revised plans must be submitted to tenured program faculty members (PRC) for their vote on revised faculty plans on October 23rd.
Faculty: Yr 2 PLAN	Fri Oct. 26	Tenured program faculty approve the plan and forward it to the dean. Dean's approval is due to the faculty member by November 26th . If dean does not send written disapproval of a plan by November 27th, the plan is considered approved. If dean disagrees with the PRC, however, the plan is forwarded to the Provost for an opinion. The Provost renders an opinion as soon as possible, but by December 20th at the latest.
Faculty: Yr 2 PLAN	Mon Nov. 26	Dean approves plan for faculty members in second year of service. If needed candidate appeals to the Provost. If dean disagrees with the PRC, however, the plan is forwarded to the Provost for an opinion. The Provost renders an opinion as soon as possible, but by December 20th at the latest.
Faculty: Yr2 PLAN	Thurs Dec. 20	If needed Provost's opinion of plan due to faculty member. Faculty member may revise plan in accordance with the Provost's opinion in time for file closing for faculty members in second year of service. File closing for faculty members in second year of service is January 7th.
Faculty: Yr 2	Mon Jan. 7	Closing of annual evaluation files of faculty in second year of service.
Faculty: Yr 2 PLAN	Mon Jan. 7	Closing of faculty plan file for faculty in second year of service.
Faculty: Yr 2	Tues Jan. 22	Program letters concerning reappointment of faculty in second year are due to the dean by 2 p.m.*
Faculty: Yr 2	Fri Jan. 25	Rebuttal letter to program recommendations are due by 2 p.m.*
Faculty: Yr 2	Tues Jan. 29	Deans make recommendations concerning reappointment of faculty in second year of service.
Faculty: Yr 2	Fri Feb. 1	Rebuttal letters to dean's recommendations are due by 2 p.m.*
Faculty: Yr 2	Tues Feb. 5	As needed, FRC makes recommendations to Provost concerning reviews of faculty in second year of service.
Faculty: Yr 2	Fri Feb. 8	Rebuttal letters to FRC's recommendations are due by 2 p.m.*
Faculty: Yr 2	Tues Feb. 12	As needed, Provost makes recommendations to President concerning reappointment of faculty in the second year of service.
Faculty: Yr 2	Fri Feb. 15	Rebuttal letters to the recommendations from the Provost are due by 2 p.m.*
Faculty: Yr 2	Tues Feb. 20	President notifies affected faculty in second year of service concerning recommendation to the Board of Trustees via email.