

BY review level

Dept. Head/DCRC

Dean/CCRC

Univ.CRC

Provost

Chancellor

TPR/PTR Annual Schedule (CRC = Collegial Review Committee)—REVISED 8-25-08

Date	1 st year reappointment	2 nd year reappointment	3-5 year reappointment	Candidates for tenure/promotion	Candidates for post tenure review
August 29	AVC submits list of candidates to colleges for review	AVC submits list of candidates to colleges for review	AVC submits list of candidates to colleges for review	AVC submits list of candidates to colleges for review	AVC submits list of candidates to colleges for review
September 17	Dean verifies with Dept. Heads and submits any questions to AVC	Dean verifies with Dept. Heads and submits any questions to AVC	Dean verifies with Dept. Heads and submits any questions to AVC	Dean verifies with Dept. Heads and submits any questions to AVC	Dean verifies with Dept. Heads and submits any questions to AVC
September 24 Departments submit list of Dept. CRC to AVC in Office/Provost	AVC posts final list on COD share drive	AVC posts final list on COD share drive	AVC posts final list on COD share drive	AVC posts final list on COD share drive	AVC posts final list on COD share drive
September 26				Candidates submit dossiers to DH for verification of file	
October 1-21 10 working days		Candidate submits dossiers to DH for verification of files and Dept. CRC reviews and makes recommendation to DH (notifies candidate of decision within 5 working days)			
October 1-23 12 working days				Dept. Collegial Review Committee meets and makes recommendation to Dept. Head (notifies candidate of CRC decision within 5 working days)	

Date	1 st year reappointment	2 nd year reappointment	3-5 year reappointment	Candidates for tenure/promotion	Candidates for post tenure review
October 22-30 6 working days		Dept. Head reviews file and makes recommendation to Dean (notifies candidate of decision within 5 working days) Files submitted to Dean's office by noon on October 30th			
October 24-Nov. 5 9 working days				Dept. Head considers file and makes recommendation to College CRC (DH notifies candidate of decision within 5 working days) Files submitted to Dean's office by noon on November 5th	
October. 31 – Nov. 18 12 working days		College CRC reviews files and makes recommendation to Dean (notifies candidate of decision within 5 working days)			
November 6-Nov. 21 12 working days				College CRC meets and makes recommendation to Dean (CRC notifies candidate of decision within 5 working days)	
November 14-Dec. 3 10 working days			Candidates submit dossiers to DH for verification of file & DCRC reviews & makes recommendations to DH		

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November 19-Dec. 2 7 working days		Dean reviews file and makes recommendation to the Provost (notifies candidate of decision within 5 working days) Files submitted to Provost Office by noon on December 2nd			
December 3- Dec. 8 4 working days		Provost reviews file and makes recommendation to the Chancellor (notifies candidate of decision within 5 working days)			
November 24 - Dec. 5 7 working days				Dean considers file and makes recommendation to Univ. CRC (Dean notifies candidate of decision within 5 working days) Files submitted to Provost Office by noon on December 5th	
December 4-12 6 working days			Department Head reviews file and makes recommendation to Dean (notifies candidate of decision within 5 working days) Files submitted to Dean's office by noon on December 12th		
December 9-12 3 working days		Chancellor reviews file and makes final decision (notifies candidate of decision within 5 working days)			

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December 9- Feb. 8				Univ. CRC considers file and makes recommendation to the Provost	
January 12-Feb. 2 15 working days			College CRC reviews file and makes recommendation to Dean (notifies candidate within 5 working days of decision)		
January 26-Feb. 9 10 working days	Candidates submit dossiers to DH for verification of file and Department Collegial Review Committee and Dept. Head review and make recommendation to Dean/College. (DH notifies candidate of decision within 5 working days) Files submitted to Dean's Office by noon on Feb. 9th				Candidate submits Annual Faculty Evaluations and CV to the Dept. Head and DCRC. AA12 form is developed to include in the file. The DCRC reviews file and makes recommendation to DH— recording action and listing members on the AA12. (DH notifies candidate and Dean of decision within 5 working days) PTR Files due to Dean's Office by noon on Feb. 9th
Feb. 3-12 7 working days			Dean reviews file and makes recommendation to the Provost (notifies candidate within 5 working days of decision) Files submitted to Provost Office by noon on Feb. 13th		

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February 10-23 10 working days	Dean/College review files and make recommendation to the Provost (notifies candidate of decision within 5 working days) Files submitted to Provost Office by noon on Feb. 23rd				Dean notifies Provost of all PTR decisions in the college by completing the PTR report document found on the share drive in the COD Update folder AA12 and PTR letter from DH/Dean submitted to Provost Office by Feb. 24th
February 9				UCRC Meeting (T/P Decisions) HL 240 1:00-6:00pm	
February 10				UCRC Meeting (T/P Decisions) HL 240 1:00-6:00pm (UCRC notifies candidate of decision within 5 working days)	
February. 13-19 5 working days			Provost reviews file and makes recommendation to the Chancellor (notifies candidate of decision within 5 working days)	Provost considers file and makes recommendation to the Chancellor (P notifies candidate of decision within 5 working days) Note-Provost Review includes meeting w/ UCRC	
February 20-26 5 working days			Chancellor reviews file and makes final decision (notifies candidate within 5 working days of decision)	Chancellor considers file and makes recommendation to the BOT (C notifies candidate of decision within 5 working days)	
February 24-Mar. 3 5 working days	Provost reviews files and makes recommendation to Chancellor (notifies candidate of decision within 5 working days)				

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March 4-11 5 working days	Chancellor reviews files and makes final decision (notifies candidate of decision within 5 working days)				
MARCH 12-13 BOT meeting				Chancellor submits recommendations for tenure to BOT for action	
March 24				UCRC Meeting (Appeals and/or to discuss process and procedure) HFR 540 1:00-5:00pm	