**CALENDAR OF FACULTY REVIEW FOR TPR/PTR/EMERITUS, 2013-2014** (ver. 25 June 2013)

Key: AP = Associate Provost DH=Department Head PO=Provost Office C=Chancellor

 DCRC=Department Collegial Review Committee CCRC=College Collegial Review Committee UCRC=University Collegial Review Committee

| **Date** | **1st full time year at WCU** | **1-3-5 Reappointment****(not 1st full time year at WCU)** | **2-4 Reappointment****&****Administrative Review****(not 1st full time year at WCU)** | **Tenure, Promotion****&****Emeritus requests**  | **Post Tenure Review** |
| --- | --- | --- | --- | --- | --- |
| **1st full time year at WCU****Application for 1-3-5** | **1st full time year at WCU****Dossier for 2-4** |
| **August 27** | AP submits list of candidates to colleges for review |
| **September 6** | Dean verifies with Dept. Heads and submits confirmation and any questions to AP |
| **September 11** | AP distributes final list to Colleges |
| **October 1** |  |  | Applications due to DH for verification of files | Dossiers due to DH for verification of files | Dossiers due to DH for verification of files |  |
| **Oct. 3-22****(notification by Oct. 30)** |  |  | DCRC reviews files | DCRC reviews files | DCRC reviews files |  |
| **Oct. 7-22****(notification by Oct. 30)** |  |  |  | DH reviews files(files due to Dean’s office by 5 p.m. on Oct. 22) |  |  |
| **Oct. 23-Nov. 1****(notification by Nov. 8)** |  |  | DH reviews files (files due to Dean’s office by 5:00 p.m. on Nov. 1) |  | DH reviews files (files due to Dean’s office by 5:00 p.m. on Nov. 1) |  |
| **Oct. 23-Nov. 12****(notification by Nov. 19)** |  |  |  | CCRC reviews files\*all administrative reviews must be reviewed by CCRC  |  |  |
| **Nov. 4-13****(notification by Nov. 25)** |  |  | Dean reviews files (files due to PO by 5 p.m. on Nov. 13) |  |  |  |
| **Nov. 4-27****(notification by Dec. 4)** |  |  |  |  | CCRC reviews files |  |
| **Nov. 13-27****(notification by Dec. 4)** |  |  |  | Dean reviews files (files due to PO by 5 p.m. on Nov. 27) |  |  |
| **Nov. 14-28****(notification by Dec. 5)** |  |  | Provost reviews files |  |  |  |
| **Nov. 29-Dec. 6****(notification by Dec. 13)** |  |  |  | Provost reviews files |  |  |
| **Nov. 29-Dec. 6****(notification by Dec. 13)** |  |  |  |  | Dean reviews files (files due to PO by noon on Dec. 6) |  |
| **Dec. 9-10** |  |  |  |  | Office of Provost file preparation for UCRC |  |
| **Jan. 6-Feb. 3** |  |  |  |  | UCRC reviews files |  |
| **January 8** | DH statements due to candidate | DH statements due to candidate |  |  |  |  |
| **January 21** | Applications due to DH for verification of file | Dossiers due to DH for verification of file |  |  |  | Candidate submits Annual Faculty Evaluations and CV to DH by noon. AA12 form is developed to include in the file. |
| **Jan. 23- Feb. 4****(notification by Feb. 11)** | DCRC reviews files | DCRC reviews files |  |  |  | DCRC reviews files and makes recommendation to DH—recording action and listing members on the AA12. Files due to Dean’s office for information by noon on Feb. 4 |
| **January 23-Feb. 4****(notification by Feb. 11)** | DH reviews files (files due to Dean’s office by 5 p.m. on Feb. 4) | DH reviews files (files due to Dean’s office by 5 p.m. on Feb. 4) |  |  |  |  |
| **Jan. 23-Feb. 3** |  |  |  |  | Provost reviews files |  |
| **Feb. 5-14****(notification by Feb. 21)** | Dean reviews files (files due to PO by 5 p.m. Feb. 14) |  |  |  |  |  |
| **Feb. 5-24****(notification by Mar. 3)** |  | CCRC reviews files |  |  |  |  |
| **Feb. 3 & 4****(notification of UCRC and Provost recommendations by Feb. 11)** |  |  |  |  | UCRC meetings to decide T & P recommendations |  |
| **Feb. 10** |  |  |  |  |  | Dean submits PTR AA12s to Office of Provost along with College summary report of PTR (report form found on share drive in the COD Update folder) |
| **Feb. 10-14****(files to Chancellor by noon on Feb. 7—notification by Feb. 21)** |  |  |  |  | Chancellor reviews files |  |
| **Feb. 17-26****(notification by Mar. 5)** | Provost reviews files |  |  |  |  |  |
| **Feb. 26-Mar. 6****(notification by Mar. 13)** |  | Dean reviews files (files due to Provost Office by 5 p.m. on Mar. 6) |  |  |  |  |
| **Mar. 10-18****(notification by March 25)** |  | Provost reviews files |  |  |  |  |
| **March BoT meeting (notification by 5 days after BoT meeting)**  |  |  |  |  | Candidates presented to Board of Trustees |  |