



FULL TIME FACULTY ACTIONS ANNUAL TIMELINE FOR DEPARTMENT

April 9, 2013

Mid June	Memo from Chair to Faculty inquiring of interest in promotion this year. Faculty who are interested, respond to Chairs Office with CV July 1
July 1	Deadline to Chairs Office of Faculty requesting promotion
Early July	Receive from Dean's Office Department List of Faculty with annual instructions and Department responsible to review for accuracy and configuration of reappointment and promotion actions
Mid July	Chair sends memo to Faculty who are interested in promotion or require reappointment with the Green Sheet Form, with instructions to have completed by mid-August Chair sends memo to Division Director and Assistant with list of faculty with required and elective faculty actions
August 1	Chair notifies Dean's Office of upcoming faculty actions. Chair's Assistant contacts Dean's Office to confirm final list and to clarify any discrepancies or questions
Mid-August	Faculty member to return to Chairs Office: <ul style="list-style-type: none">• Completed Green Sheets – Faculty Section & Director's Section "Overall Expectations"• CV• List of contacts and addresses for internal and external letters of support• Teaching evaluations from time of last promotion/reappointment to present Note: All the above to be reviewed and approved by Unit Director (if appropriate) prior to forwarding to Chair's Office
End August	Chairs Office to notify Unit Director and Assistants of approval of list of internal and external contacts

End August	<p>Division Assistants send requests for letters of support including:</p> <ul style="list-style-type: none"> • Green Sheets with Faculty and Chair/Directors section complete "Overall Expectations" • CV • Referee Form (checklist of relationship details) • Standards & Guidelines with appropriate section highlighted • Evaluators to return letters of support to Chairs Office by Mid-September
End August	Memo to Departmental Faculty Actions Committee; dossiers will be ready for review end of September. Recommendations due to Chair's Office by mid-October
End August	Send requests for letters of recommendation from Secondary appointments; with copy of CV and completed Faculty & Directors Section "Overall Expectations" of Green Sheets. Dead line to Chair's Office mid-September
Mid September	Receive Letters of Support from Evaluators
Mid September	Receive Letters of Recommendation from Secondary Appointments
End September	Dossiers ready for Departmental Faculty Actions Committee Review Recommendations due to Chair's Office Mid-October
October 1	Chair sends a memo and ballot to all faculty members asking for their vote. The ballot contains a list of faculty for promotion/reappointment, rank, effective date and period of reappointment. Documents pertinent to the evaluation of the individuals are available in the Chairs Office for faculty to review if necessary. If action is denied, faculty are asked to provide reasons. Vote is due to Chairs Office mid-October
Mid October	Votes due in Chairs Office
Mid October	Department Faculty Actions Committee recommendations are due
Mid October	Department Chair and Department Vice-Chair meet to review completed dossiers and prepare Chair's Evaluation Sections
Mid/End October	Faculty member meet with Chair to review and sign dossier
November 1	Deliver completed dossier to Dean's Office, Hard copy and Electronic PDF