

DEADLINES FOR PERSONNEL RECOMMENDATIONS

	Candidate's Materials due in Dept/School Office	Department Recommendation due in Provost's Office	FPC Recommendations given to Provost & President	Provost's recommendation due in President's Office	Contractual Notification Date
Term Renewal:					
Spring	February 1	March 15	N/A unless specifically requested	May 1	September 1
Fall	September 15	October 15		November 15	Official start of 2 nd semester
Faculty in the 2 nd year of initial appt.	September 15	October 15		November 15	December 15
Continuing Appointment:					
Spring	February 1	March 1	April 25	May 20	September 1
Fall	September 15	October 15	November 15	December 15	Official start of 2 nd semester
*Promotion	March 1	April 15	June 1	June 15	N/A

NOTE: When department constitutions contain a review process that takes more than one month, the department chair may require candidates for continuing appointment to submit their materials earlier than the established deadlines.

When any of the above deadlines fall on a weekend, or an official holiday: in the case of a weekend, materials will be due on Monday; in the case of a holiday, materials will be due day immediately following the holiday.

***Promotions are considered only in the Spring semester.**