

**SIMPLIFIED TIMELINE FOR TT FACULTY
DURING THE RECONTRACTING PROCESS
ACADEMIC YEAR 2024-2025**

**Tenure-Track Deadlines for TT Faculty in the First Year of Service¹
(applying for Second Year contracts)**

<u>Who finishes?</u>	<u>Where does it go?</u>	<u>When Is It Due?</u>
Candidate	Department & Head ³	TBD ²
Department	Dean	April 1
Department Head ³	Dean	April 1
Dean ⁴	Candidate and Provost	May 15
BOT	---	June ⁹

**Tenure-Track Deadlines for Faculty in the Second or Third Year of Service¹
(applying for Third and/or Fourth Year contracts)**

<u>Who finishes?</u>	<u>Where does it go?</u>	<u>When Is It Due?</u>
Candidate	Department & Head ³	January 24 ²
Department	College/School	February 7
Department Head ³	Candidate and Dean	February 7
College/School	Dean	March 7
Dean ⁵	Candidate and Provost	March 28
Candidate (appeal)	Provost ⁷	April 4
Senate ⁶	Provost ⁷	April 25
Provost (only final appeals)	Candidate	May 2
BOT	---	June ⁹

**Tenure-Track Deadlines for Faculty in the Fourth or Fifth Year of Service¹
(applying for Fifth and/or Sixth Year contract)**

<u>Who finishes?</u>	<u>Where does it go?</u>	<u>When Is It Due?</u>
Candidate	Department & Head ³	October 11 ²
Department	College/School	October 25
Department Head ³	Candidate and Dean	October 25
College/School	Dean	November 15
Dean	Candidate and Provost	December 13
Senate ⁶	Provost	January 10
Provost	Candidate	January 31
President ⁸ (final appeals)		
BOT	---	TBD ⁹

**Tenure-Track Deadlines for Faculty in the Sixth Year of Service¹
(applying for Seventh Year contracts carrying Tenure)**

<u>Who finishes?</u>	<u>Where does it go?</u>	<u>When Is It Due?</u>
Candidate	Department & Head ³	September 20 ²
Department	College/School	October 4
Department Head ³	Candidate and Dean	October 4
College/School	Dean	October 25
Dean	Candidate and Provost	November 22
Senate ⁶	Provost	December 6
Provost	Candidate	January 24
President ⁸ (final appeals)		
BOT	---	TBD ⁹

The candidate is responsible for collecting the following review letters and incorporating them into the packet, properly paginated and referenced in the table of content: department letter, department head's letter (if applicable), and college/school letter, and delivering it to the next level of review (up to the dean level). If a candidate chooses to write a response letter to any internal committee review letter, they should also incorporate the letter in the packet prior to transmitting it to the next level and the dean. The dean is responsible for delivering the complete packet to the Provost's Office for review and archival.

The Department T&R/TRP Chair is responsible for delivering the CV, the Scholarly and/or Creative Activities (S&CA) section and any sample work requested by the potential external reviewer. It is also the responsibility of the Department T&R/TRP Chair to collect the reviews when completed and conveying those reviews to the candidate. Starting with cycle 2025-2026, all review letters will be performed in a confidential manner. The appropriate guidelines and forms will be created to that effect.

If any of the above deadlines falls on a weekend or holiday, the deadline will be at 5 PM on the following business day.

NOTES

¹All years of service are on-cycle years. If there is a one-year delay in the tenure clock, subtract one (1) from the total years of service (including the delay year) for the correct deadline. Candidates appointed after December 31 of the current academic year shall be reviewed the following year as a first-year candidate.

²Approximate deadline. Candidates should provide their file to the Department TRP Committee approximately two (2) weeks prior to the department's due date to transmit it to the next review level to ensure enough time to evaluate the file. This date is not firm and can be extended if the file is transmitted to the next level on time. Candidates should contact their department committee to set a specific deadline.

³ Applies to departments that have appointed heads.

⁴ The deans' decisions are final and not subject to any further review. Reappointment to a second year may be withheld or withdrawn for cause, for a change in programmatic need, or for fiscal reasons.

⁵ The dean holds managerial authority to recommend or not re-contracting for third and/or fourth year contracts, and the provost (or designee) will only evaluate candidates in cases of faculty appeals when the dean had denied reappointment. The provost's decisions are final and not subject to further administrative review.

⁶ The Senate TRP Committee will only review cases when there are negative votes, abstentions and/or negative re-contracting decisions from the Dean, and only if the candidate wishes and submit a request to the Senate along with the recontracting materials. This review is limited only to verifying that there have been no process violations while assessing the candidate at the department, college/school, or Dean levels. It is not a substantive review on the merits of the application, nor should it offer an opinion or recommendation on the personnel benefit being sought out in those applications. The Senate will provide a written report to the dean and provost (designee).

⁷ The provost (or designee) holds managerial authority to recommend or not re-contracting will only evaluate candidates in cases of faculty appeals when the dean had denied reappointment. The provost's decisions are final and not subject to further administrative review.

⁸ The president (or designee) holds managerial authority to recommend or not re-contracting/tenure will only evaluate candidates in cases of faculty appeals when the provost had denied reappointment/tenure. The president's decisions are final and not subject to further administrative review.

⁹ The BOT recording month shown is only for those reappointments that did not require appeals. Appeal reappointments will be recorded at the earliest possible BOT meeting following the completion of the appeal process.

**SIMPLIFIED TIMELINE FOR TEACHING PROFESSORS
DURING THE RECONTRACTING PROCESS
ACADEMIC YEAR 2024-2025**

<u>Who finishes?</u>	<u>Where does it go?</u>	<u>When Is It Due?</u>
Candidate	Department	TBD ¹
Department	Dean	April 1
Dean ²	Candidate and Provost	May 15
Provost	BOT	June ³

If any of the above deadlines falls on a weekend or holiday, the deadline will be at 5 PM on the following business day.

NOTES

¹Candidates should provide their file to the Department TRP Committee approximately two weeks prior to the date the file is due to the dean. This date can be extended if the file is transmitted to the next level on time. Candidates should contact their department committees to set a specific deadline.

² The dean holds recontracting authority for Teaching Professors. For Second year Teaching Professors (3rd, 4th, & 5th year reappointments), the dean's decisions are final and not subject to any further administrative review. Reappointments may always be withheld or withdrawn for cause, for a change in programmatic need, or for fiscal reasons. For all subsequent review cycles (five-year multiyear contracts), Teaching Professors candidates may appeal the provost in case of negative recontracting decisions by the dean. The provost's decisions are final and not subject to any further administrative review.

³ The BOT recording month shown is only for those reappointments that did not require appeals. Appeal reappointments will be recorded at the earliest possible BOT meeting following the completion of the appeal process.