

Section 3.12 Comprehensive Timeline - Calendar Year ¹

January	<ul style="list-style-type: none"> o Jan 5: Supplemental Submission Materials Due for Action Cases (Oct 15- Dec 31) o Mid-Jan: College-level Dean's Retreat to review all promotion and/or tenure action cases within the college
February	<ul style="list-style-type: none"> o Feb 1: DH Letters Distributed for Action Cases (letters include as applicable: merit (Subdivision 3.13m), comprehensive post-tenure (Section 3.16), & continuance outcomes (Subdivision 3.13l)) o Feb 1: u-FAR Materials Due for Non-Action Cases (Subdivision 3.4b) o Feb 15: DH & Faculty Develop Performance Improvement Plan Post-Tenure (<i>if needed</i>) o Mid-Feb: Provost Retreat to review all tenure and promotion action cases and third-year reviews o Feb-Mar: DH and Non-Action Case Faculty Reflect and Set Goals (recommended to follow the annual review immediately but may be adjusted based on departmental circumstances). (Subdivision 3.13f) o Feb-Apr 1: Convene College Review Committees & PACs to revise Standards & Criteria Documents (Subdivision 3.1f, 3.1g, 3.2d) o Spring DH & PAC Teaching Observations Scheduled (Subdivision 3.5c)
March	<ul style="list-style-type: none"> o Mar 1: Renewal & Non-Renewal Notice Due (term and renewable term) (Subdivision 2.4b, 2.4c.4) o Mar 1: Dean/Provost Action Case Letters Due (Subdivisions 3.2e, 3.2f)
April	<ul style="list-style-type: none"> o Apr 1: Standards & Criteria and PAC Procedures Documents Due to Dean's Office for Approval (Subdivisions 3.1f, 3.1g) o Apr 15: Standards & Criteria and PAC Procedures Due to the Provost's Office for Approval o Apr 20: Standards & Criteria Distributed to Faculty o Apr 30: Request for Promotion & Tenure Due (Subdivision 3.2a) o Apr 30: PAC Chairs/Co-Chairs Selected for Next Academic Year (Paragraph 3.2b.2)
May	<ul style="list-style-type: none"> o May 15: Merit Scores Due to the Provost Office (including summary post-tenure bonus for full faculty, Subdivision 3.16j)
June	<ul style="list-style-type: none"> o Jun 25: Dissemination of Annual DH Letter for Non-Action cases (including post-tenure summary review as applicable) (Subdivision 3.13l) o End of June: Provost Retreat to review all post-tenure review action cases
September	<ul style="list-style-type: none"> o PAC Committee Convenes o PAC and DH meet with new faculty, action-case faculty, and post-tenure review faculty to review the evaluation process o Fall DH & PAC Teaching Observations Scheduled (Subdivision 3.5c) o Sep-Oct: DH & New/Probationary Faculty Goal Setting & Reflection Discussion (Subdivision 3.13f)
October	<ul style="list-style-type: none"> o Oct 15: u-FAR Materials Due for Action Cases (Subdivision 3.4b)
November	<ul style="list-style-type: none"> o Oct-Dec 15: PAC Deliberations for Action Cases
December	<ul style="list-style-type: none"> o Dec 15: PAC Reports and Letters Due (Subdivision 3.14k)

¹ For all dates on timeline, if the due date falls on a weekend, it shall be alternately on the first business day thereafter.

Table 3.1h.1 Evaluation Timeline by Faculty Type: Calendar Year (January-December)

	<u>Action</u>	<u>Non-Action/Annual</u>
Evaluation Type	Tenure-Track Probationary YR 1 & 2 Term Renewable Term Tenured Seeking Promotion, Adjunct, Renewable Term & Term Seeking Promotion Post Tenure: Comprehensive	Tenured Adjunct Term Years 3+ Post Tenure: Summary
September	<ul style="list-style-type: none"> ● PAC Committee Convenes ● Fall DH & PAC Teaching Observations Scheduled ● Sep-Oct: DH & New/Probationary Faculty Goal Setting & Reflection Discussion 	
October / November	<ul style="list-style-type: none"> ● Oct 15: u-FAR Materials Due ● Oct-Dec 15: PAC Deliberations 	
December	<ul style="list-style-type: none"> ● Dec 15: PAC Reports & Letters Due 	
January	<ul style="list-style-type: none"> ● Jan 5: Supplemental Submission Materials Due (Oct 15-Dec 31) 	
February	<ul style="list-style-type: none"> ● Feb 1: DH Letters w/ Merit, Comprehensive Post-Tenure & Continuance Outcomes Due (<i>as applicable</i>) ● Feb 15: DH & Faculty Post-Tenure PIP (<i>if needed</i>) ● Spring DH & PAC Teaching Observations Scheduled 	<ul style="list-style-type: none"> ● Feb 1: u-FAR Materials Due ● Feb-Mar: DH and Faculty Goal Setting & Reflection Discussion recommended to follow the annual review but may be adjusted based on departmental circumstances.
March	<ul style="list-style-type: none"> ● Mar 1: Non-Renewal Notice Due ● Mar 1: Dean/Provost Letters Due 	<ul style="list-style-type: none"> ● Mar 1: Non-Renewal Notice Due
April	<ul style="list-style-type: none"> ● Apr 30: Request for Promotion & Tenure Due 	<ul style="list-style-type: none"> ● Apr 30: Request for Promotion Due
May	<ul style="list-style-type: none"> ● May 15: Merit Due to Provost 	<ul style="list-style-type: none"> ● May 15: Merit Due and Summary Post-Tenure Outcomes to Provost (<i>as applicable</i>)
June		<ul style="list-style-type: none"> ● Jun 25: Dissemination of Annual DH Letter, including post-tenure review outcomes (<i>as applicable</i>)

Table 3.1h.2 Evaluation Timeline by Role & Responsibilities

Month	PAC	Faculty Member	Department Head	Dean & Provost
September	<ul style="list-style-type: none"> PAC Committee Convenes Fall DH & PAC Teaching Observations Scheduled 		<ul style="list-style-type: none"> Fall DH & PAC Teaching Observations Scheduled Sep-Oct: DH & New/Probationary Faculty Goal Setting & Reflection Discussion (<i>Action</i>) 	
October / November	<ul style="list-style-type: none"> Oct-Dec 15: PAC Deliberations (<i>Action</i>) 	<ul style="list-style-type: none"> Oct 15: Materials Due (<i>Action</i>) 		
December	<ul style="list-style-type: none"> Dec 15: PAC Letters Due (<i>Action</i>) 			
January		<ul style="list-style-type: none"> Jan 5: Supplemental Submission Materials Due (<i>Action</i>, Oct 15- Dec 31) 		
February	<ul style="list-style-type: none"> Spring DH & PAC Teaching Observations Scheduled 	<ul style="list-style-type: none"> Feb 1: u-FAR Materials Due (<i>Non-Action</i>) Feb 15: DH & Faculty Post-Tenure PIP (<i>if needed</i>) 	<ul style="list-style-type: none"> Feb 1: DH Letters w/ Merit, Comprehensive Post-Tenure, & Continuance Outcomes Due (<i>as applicable</i>) (<i>Action</i>) Feb 15: DH & Faculty Post-Tenure PIP (<i>if needed</i>) Feb-Mar: DH and Faculty Goal Setting & Reflection Discussion recommended to follow the annual review, but may be adjusted based on departmental circumstances. Spring DH & PAC Teaching Observations Scheduled 	<ul style="list-style-type: none"> Provost Retreat & review of 3rd yr & all Promotion/Tenure
March			<ul style="list-style-type: none"> Mar 1: Renewal & Non-Renewal Notice Due 	<ul style="list-style-type: none"> Mar 1: Dean/Provost Letters Due
April		<ul style="list-style-type: none"> Apr 30: Request for Promotion & Tenure Due 		
May			<ul style="list-style-type: none"> May 15: Merit Due and Summary Post-Tenure Outcomes to Provost (<i>as applicable</i>) 	
June			<ul style="list-style-type: none"> Jun 25: DH Annual Letters Disseminated 	

Table 3.1h.3 Adjuncts Evaluation Process

	BY STUDENTS	BY DEPARTMENT HEAD			BY PAC		
Employment Type & Rank	<u>Student Assessments</u>	<u>Annual Review</u>	<u>Review for Promotion or Tenure, as applicable</u>	<u>Post-Tenure Review</u>	<u>Yearly Review</u>	<u>Review for Promotion or Tenure, as applicable</u>	<u>Post-Tenure Review</u>
Assistant Adjunct Professor (below 50% appointment)	Every class, every semester/term	If the department head chooses, or by request of the adjunct	NA	NA	If the PAC chooses to conduct a yearly review, or by request of the adjunct	NA	NA
Assistant Adjunct Professor (50% or more appointment)	Every class, every semester/term	During 1st year, 6th semester, 12th semester; or sooner if adjunct requests it or "Needs Improvement"	Yes, if applying in the 12th cumulative semester or beyond (50% or more appt.)	NA	If the PAC chooses to conduct a yearly review, or by request of the adjunct	Yes, if applying in the 12th cumulative semester or beyond (50% or more appt.)	NA
Associate Adjunct Professor (12 cumulative semesters of 50% or more appt.)	Every class, every semester/term	6th semester, 12th semester after pro-motion, or sooner if adjunct requests it or "Needs Improvement"	Yes, if applying in the 12th cumulative semester since promotion or beyond (50% or more appt.)	NA	If the PAC chooses to conduct a yearly review, or by request of the adjunct	Yes, if applying in the 12th cumulative semester after promotion (50% or more appt.)	NA
Senior Adjunct Professor (12 additional semesters of 50% or more appt., after the last promotion)	Every class, every semester/term	Every 6 semesters, or sooner if adjunct requests it or "Needs Improvement"	NA	NA	If the PAC chooses to conduct a yearly review, or by request of the adjunct	NA	NA

Table 3.1h.3: Term & Renewable Term Evaluation Process

	BY STUDENTS	BY DEPARTMENT HEAD			BY PAC		
Employment Type & Rank	<u>Student Assessments</u>	<u>Review for Probationary or Annual, as applicable</u>	<u>Review for Promotion or Tenure, as applicable</u>	<u>Post-Tenure Review</u>	<u>Yearly Retention and Continuance Review</u>	<u>Review for Promotion or Tenure, as applicable</u>	<u>Post-Tenure Review</u>
Term (1-4) Faculty (in first two years²)	Every class, every semester/term	Feb 1	NA	NA	Yes; yearly in years 1-2 ⁶	NA	NA
Term (1-4) Faculty (after first two years⁶)	Every class, every semester/term	June 25	Feb 1	NA	Yes, if the PAC chooses to conduct a yearly review, by request of the faculty member; or in the year following a "Needs Improvement" rating in any area	Yes, in year 6 or beyond if applying for promotion	NA
Renewable Term Faculty (in first two years⁶)	Every class, every semester/term	Feb 1	NA	NA	Yes; yearly in years 1-2 ⁶	NA	NA
Renewable Term Faculty (after first two years⁶)	Every class, every semester/term	Feb 1	Feb 1	NA	Yes, if the PAC chooses to conduct a yearly review, by request of the faculty member; or in the year following a "Needs Improvement" rating in any area	Yes, in year 6 or beyond if applying for promotion	NA

² Of initial term

Table 3.1h.3: Tenured & Tenure-Track Evaluation Process

	BY STUDENTS	BY DEPARTMENT HEAD			BY PAC		
Employment Type & Rank	<u>Student Assessments</u>	<u>Review for Probationary or Annual, as applicable</u>	<u>Review for Promotion or Tenure, as applicable</u>	<u>Post-Tenure Review</u>	<u>Yearly Retention and Continuance Review</u>	<u>Review for Promotion or Tenure, as applicable</u>	<u>Post-Tenure Review</u>
Probationary Faculty of any rank (tenure track)	Every class, every semester/term	Feb 1	Feb 1	NA	Yes; extensive in year 3	Yes	NA
Tenured Faculty of any rank	Every class, every semester/term Tenured faculty can opt for informational only student assessments in the Spring and Summer Semesters (Paragraph 3.5d.1)	June 25	Feb 1	Summary review in year 6; Comprehensive review if 3 “Needs Improvement” designations during annual reviews or 2 consecutive “Needs Improvement” designations in teaching.	No, or by request of the faculty member	Yes	Yes, Comprehensive Review if requested by faculty member, if 3 “Needs Improvement” designations during annual reviews, or 2 consecutive “Needs Improvement” designations in teaching