

Provost's Communications Dates to Remember

<i>Due Date</i>	<i>Communication</i>	<i>Action</i>
June	Communication #10: <i>Guidelines and Procedures for Notice of Nonreappointment for Nontenured Faculty Members</i>	A list of faculty in Year 6 of the probationary period to be sent to Colleges by the Office of the Provost. Action is required in each case.
December 1	Communication #19: <i>Sabbatical Leaves of Absence</i>	Application for sabbatical leave, including the "Statement of Plans," due in the Office of Academic Human Resources. If the date falls on a weekend, the first business day following will serve as the deadline. Deadlines for submission of requests to college offices will predate this deadline and may differ by college. Please check with relevant college office.
December 15	Communication #9: <i>Promotion and Tenure</i>	Recommendations for promotions due in the Office in the Provost and Vice Chancellor for Academic Affairs.
Spring of Third Year	Communication #13: <i>Review of Faculty in Year Three of the Probationary Period</i>	For third year tenure track faculty (tenure code 3), written evaluation completed and shared with the faculty member. Deadlines for submission of requests to college offices will predate this deadline and may differ by college. Please check with relevant college office.
January 30	Communication #11: <i>Guidelines and Procedures for Notice of Nonreappointment for Academic Professional Employees and Other Members of the Academic Staff</i>	For a staff member due 6 months' notice, the unit should, if possible, inform the staff member in writing that the Board of Trustees is being requested to issue a Notice of Nonreappointment. A copy of the intent letter provided to the employee must be submitted to the Office of Academic Human Resources. NOTE: This date is recommended to allow sufficient time for the Board of Trustees to issue the appropriate notice and may vary from year to year. For appointments ending other than August 15, the same procedure as above is to be followed except the dates will vary. Consult the Office of Academic Human Resources.
February 1	Communication #10: <i>Guidelines and Procedures for Notice of Nonreappointment for Nontenured Faculty Members</i>	Units to send a list of faculty in Year 1 of the probationary period receiving a Notice of Nonreappointment to the Office of the Provost.
February 7	Communication #10: <i>Guidelines and Procedures for Notice of Nonreappointment for Nontenured Faculty Members</i>	A list of faculty to receive Notices of Nonreappointment effective at the completion of the current contract year (August 15) to be sent to the Office of the Provost.
By February 15	Communication #10: <i>Guidelines and Procedures for Notice of Nonreappointment for Nontenured Faculty Members</i>	Departments to provide written notice, with a copy to the Office of Academic Human Resources, to: <ol style="list-style-type: none"> 1) Assistant professors in Year 1 of the probationary period, and 2) Other employee categories with an "N" tenure code requiring six months notice of nonreappointment. In an effort to give affected staff members as much time as possible to make plans, unit notification should be given, if possible, prior to February 15 and May 15.
By March 1	Communication #10: <i>Guidelines and Procedures for Notice of Nonreappointment for Nontenured Faculty Members</i>	Notification by Board of Trustees to faculty whose Notices of Nonreappointment are effective at the completion of the current academic contract year (August 15).

<i>Due Date</i>	<i>Communication</i>	<i>Action</i>
March 1	Communication #11: <i>Guidelines and Procedures for Notice of Nonreappointment for Academic Professional Employees and Other Members of the Academic Staff</i>	Notice given by the Board of Trustees by this date will be effective at the end of the current contract year.
March 5	Communication #9: <i>Promotion and Tenure</i>	Campus Committee on Promotion and Tenure and the Dean of the Graduate College submit preliminary recommendations to the Provost.
By Mid-March	Communication #19: <i>Sabbatical Leaves of Absence</i>	Applicants will be notified of the status of their application by the Secretary of the Board of Trustees. Sabbatical leave reports to be submitted to the unit executive officer within 60 days of return.
April 15	Communication #9: <i>Promotion and Tenure</i>	Dossiers of non-tenure track candidates for promotion submitted for administrative review due in the Office of the Provost.
May 1 (on or after)	Communication #2: <i>Offering Academic Positions</i>	Offers to join the faculty that are pending or are made on or after May 1 of each academic year normally will not be effective for the coming academic year, but are only effective after one academic year. An appointment still pending or made after May 1 may not be made for the next academic year without permission from the Dean of the candidate's home institution.
May 15 (prior to)	Communication #16: <i>Policy on Interruptions of the Probationary Period (Tenure Code Rollbacks)</i>	Requests for rollbacks need to be forwarded in time to reach the Provost's Office prior to May 15 to be effective for the following academic year. If a request arrives later than May 15, the request will be considered, but a rollback in the tenure code may not take place until a year in the future.
By May 15	Communication #9: <i>Promotion and Tenure</i>	Final letter to deans and directors notifying them of those faculty members to be recommended to the Chancellor and President for promotion.
By May 15	Communication #10: <i>Guidelines and Procedures for Notice of Nonreappointment for Nontenured Faculty Members</i>	Departments should provide, if possible, written notice of their intent to recommend nonreappointment to faculty who will not be reappointed. This includes 1) assistant professors in Years 2-6 of the probationary period and 2) associate professors or full professors with a "Q" tenure code . In an effort to give affected staff members as much time as possible to make plans, unit notification should be given, if possible, prior to February 15 and May 15.
July 1	Communication #11: <i>Guidelines and Procedures for Notice of Nonreappointment for Academic Professional Employees and Other Members of the Academic Staff</i>	For a staff member due 12 months' notice, the unit should, if possible, inform the staff member in writing that the Board of Trustees is being requested to issue a Notice of Nonreappointment. A copy of the intent letter provided to the employee must be submitted to the Office of Academic Human Resources. NOTE: This date is recommended to allow sufficient time for the Board of Trustees to issue the appropriate notice and may vary from year to year. For appointments ending other than August 15, the same procedure as above is to be followed except the dates will vary. Consult the Office of Academic Human Resources.
By August 15	Communication #10: <i>Guidelines and Procedures for Notice of Nonreappointment for Nontenured Faculty Members</i>	Notification by Board of Trustees to faculty who require such notice.

