

## Calendar for Faculty Personnel Actions 2009-2010

| ACTION <sup>1</sup>  | 1 <sup>st</sup> Year Faculty Retention for Year 2 (2010-2011) | 2 <sup>nd</sup> Year Faculty Retention for Year 3 (2010-2011) | 3 <sup>rd</sup> Year Faculty and Subsequent Years Retention/Tenure | Promotion <sup>2</sup> |
|--|---|---|--|------------------------|
| Statement of Intent  |   |   |  | 10/1/09                |
| Faculty Begin Updates to E-Dossier   | 10/27/09  | 6/25/09   | 10/27/09   | 10/27/09               |
| Dossier Complete <sup>3</sup> for Committee Consideration (APSU 5:060, VI) | 1/19/10   | 9/17/09   | 1/19/10  | 1/19/10                |
| Department Committee's Report Available to Candidate                       | 1/28/10   | 9/28/09   | 2/1/10   | 2/1/10                 |
| Chair's Report Available to Candidate                                      | 2/4/10  | 10/2/09   | 2/8/10   | 2/8/10                 |
| Appeal of Department Recommendation  | 2/11/10   | 10/9/09   | 2/15/10  | 2/15/10                |
| College Committee's Report Available to Candidate                          | 2/18/10   | 10/23/09  | 2/25/10  | 2/25/10                |
| Dean's Report Available to Candidate                                       | 2/22/10   | 10/30/09  | 3/4/10   | 3/4/10                 |
| Appeal of College Recommendation   | 3/1/10  | 11/6/09   | 3/11/10  | 3/11/10                |
| Provost's Notification to Candidate  | 3/8/10  | 11/13/09  | 3/19/10  | 3/19/10                |
| Appeal of Provost's Recommendation   | 3/15/10   | 11/20/09  | 3/26/10  | 3/26/10                |
| Tenure and Promotion Appeals Board <sup>4</sup> Recommendation             | 3/22/10   | 12/4/09   | 4/6/10   | 4/6/10                 |
| President Notifies Candidate of Action                                     | 3/29/10   | 12/11/09  | 4/13/10  | 4/13/10                |

- (1) All Actions are due by 4:30 p.m. on the date specified. All signed reports must be submitted for addition to e-dossier within two business days of each deadline.
- (2) Faculty members seeking promotion and another action (retention or tenure) must have two copies of the e-dossier before this date.
- (3) Dossier will be locked (no edits possible) on this date.
- (4) The University Tenure and Promotion Appeals Board shall be appointed by October 1, 2009.

Annual Faculty Evaluation/Faculty Development Plan will be completed for tenured faculty each April for all faculty members not included in processes above.