

## APSU Calendar for Faculty Personnel Actions 2019-2020

Note that all actions are due by 4:30 p.m. on the date specified.

Corrected 08.22.2019 (Noted in Red Font)

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Row Number	ACTION	1 <sup>st</sup> Year Faculty Retention for Year 2 (Faculty Hired Fall 2019*)	2 <sup>nd</sup> Year Faculty Retention for Year 3 (Faculty Hired Fall 2018*)	4 <sup>th</sup> Year Faculty Retention for Year 5 (Faculty Hired Fall 2016*)	5 <sup>th</sup> Year Faculty Retention for Year 6 (Faculty Hired Fall 2015*)
1	Deadline for Written Statement of Intent*	To be submitted in the E-Dossier by the time the E-Dossier is due	To be submitted in the E-Dossier by the time the E-Dossier is due	To be submitted in the E-Dossier by the time the E-Dossier is due	To be submitted in the E-Dossier by the time the E-Dossier is due
2	Faculty Begin to Update E-Dossiers	Fri 8/30/2019	Tues 5/14/2019	Tues 5/14/2019	Tues 5/14/2019
3	<b>All E-dossiers Locked – Complete for Department and Chair Consideration</b>	Mon 1/06/2020 (4:30 p.m.)	Fri 9/06/2019 (4:30 p.m.)	Fri 9/06/2019 (4:30 p.m.)	Fri 9/06/2019 (4:30 p.m.)
4	E-Dossiers Available to the Chair and Department Committees for Review	Fri 1/10/2020	Tues 9/10/2019	Tues 9/10/2019	Tues 9/10/2019
5	Deadline for Department Committees' Signed Written Reports to Candidates	Tues 1/28/2020	Tues 9/24/2019	Tues 9/24/2019	Tues 9/24/2019
6	Deadline for Chairs' Signed Written Reports to Candidates	Fri 1/31/2020	Fri 9/27/2019	Fri 9/27/2019	Fri 9/27/2019
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and Negative Chair Reports	Mon 2/03/2020	Wed 10/02/2019	Wed 10/02/2019	Wed 10/2/2019
8	E-Dossiers Available to Deans and College Committees for Review	Thurs 2/06/2020	Fri 10/04/2019	Fri 10/04/2019	Fri 10/04/2019
9	Deadline for College Committees' Signed Written Reports to Candidates	Monday 2/17/2020	Thurs 10/17/2019	Thurs 10/17/2019	Thurs 10/17/2019
10	Deadline for Deans' Signed Written Decision to Candidates	Tues 2/18/2020	Fri 10/18/2019	Fri 10/18/2019	Fri 10/18/2019
11	Deadline for Candidates to Appeal the Dean's Negative Decision to the University Tenure and Promotion Appeals Board	Mon 3/02/2020	Fri 11/01/2019	Fri 11/1/2019	Fri 11/1/2019
12	E-Dossiers Available for Review by the University Tenure and Promotion Appeals Board	Fri 3/06/2020  (Spring Brk Mar 8-14)	Tue 11/05/2019	Tues 11/5/2019	Tue 11/5/2019
13	Deadline for Tenure and Promotion Appeals Board's Recommendation regarding Dean's negative decision	Thurs 3/19/2020	Fri 11/15/2019	Fri 11/15/2019	Fri 11/15/2019
14	E-Dossiers Available for Provost Review If Candidate Has Appealed Dean's Negative Decision to the University Tenure and Promotion Appeals Board	Mon 3/23/2020  (or earlier if Appeals Board has issued its recommendation before Row 13 deadline)	Tues 11/19/2019  (or earlier if Appeals Board has issued its recommendation before Row 13 deadline)	Tues 11/19/2019  (or earlier if Appeals Board has issued its recommendation before Row 13 deadline)	Tues 11/19/2019  (or earlier if Appeals Board has issued its recommendation before Row 13 deadline)
15	Deadline for Provost's Signed Written Final Decision (regarding Appeal 14A) to Candidates	Fri 3/27/2020	Tues 12/03/2019	Tues 12/3/2019	Tues 12/3/2019

\*Please see APSU 1:025 Policy on Academic Tenure and the accompanying Procedures and Guidelines document, as well as APSU 2:063 Policy on Academic Promotion for more information. These documents contain deadlines for unique circumstances, such as requesting to apply for tenure early and requesting to "stop the clock." If earned years toward service, please consult with Chair to ensure you follow correct calendar.

The University Tenure and Promotion Appeals Board is appointed by October 1, 2019.

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	<b>F</b>	<b>G</b>
Row Number	ACTION	<b>3<sup>rd</sup> Year Faculty Retention for Year 4 (Faculty Hired Fall 2017)</b>
1	Deadline for Written Statement of Intent*	To be submitted in the E-Dossier by the time that the E-Dossier is due
2	Faculty Begin to Update E-Dossiers	Tues 5/14/2019
3	<b>All E-dossiers Locked – Complete for Department and Chair Consideration</b>	Fri 9/06/2019 (4:30 p.m.)
4	E-Dossiers Available to Chair and Department Committees for Review	Tues 9/10/2019
5	Deadline for Department Committees' Signed Written Reports Provided to the Candidates	Tues 9/24/2019
6	Deadline for Chairs' Signed Written Reports Provided to the Candidates	Fri 9/27/2019
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and negative Chair Reports	Wed 10/2/2019
8	E-Dossiers Available for Deans and College Committees' Review	Fri 10/04/2019
9	Deadline for College Committees' Signed Written Reports Provided to the Candidates	Thurs 10/17/2019
10	Deadline for Deans' Signed Written Reports to be Provided to Candidates	Fri 10/18/2019
11	Deadline for Candidates to Submit Optional Two-page Written Response to Negative College Committee and negative Dean Reports	Fri 11/01/2019
12	E-Dossiers Available for Provost Review	Tues 11/05/2019
13	Deadline for Provost's Signed Written Decision Provided to the Candidates	Mon 11/11/2019
14	Deadline for Candidates to Appeal the Provost's Decisions to the University Tenure and Promotion Appeals Board	Mon 11/18/2019
15	E-Dossiers Available for Review by the University Tenure and Promotion Appeals Board	Wed 11/20/2019
16	Deadline for Tenure and Promotion Appeals Board's Recommendation regarding Provost's Decision	Fri 11/29/2019
17	E-Dossiers of Appeals Available for President's Review	Tues 12/03/2019
18	Deadline for President to Notify Candidates of Actions (if Provost Decision was Appealed via the University Tenure and Promotion Appeals Board)	Thurs 12/12/2019

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Promotions: The faculty member must have been hired/employed Fall 2016 or prior years, in order to have satisfied the time requirement to seek promotion from Assistant Professor to Associate Professor. Other university and departmental criteria also apply. If hired in Fall 2017 or after, the faculty member is not eligible to seek promotion during the 2019-2020 academic year.\*

	<b>H</b>	<b>I</b>
Row Number	<b>ACTION</b>	<b>PROMOTION</b>
1	Deadline for Written Statement of Intent*	Wed 04/24/2019
2	Faculty Begin to Update E-Dossiers	Tues 05/14/2019
3	<b>All E-dossiers Locked – Complete for Department and Chair Consideration</b>	Fri 9/06/2019 (4:30 p.m.)
4	E-Dossiers Available for the Chairs and Department Committees' Review	Tues 9/10/2019
5	Deadline for Department Committees' Signed Written Reports to Candidates	Fri 9/20/2019
6	Deadline for Chairs' Signed Written Reports to Candidates	Wed 9/25/2019
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and Negative Chair Reports	Wed 10/02/2019
8	E-Dossiers Available for Deans and College Committees for Review	Fri 10/04/2019
9	Deadline for College Committees' Signed Written Reports to Candidates	Fri 10/18/2019
10	Deadline for Deans' Signed Written Report to Candidates	Wed 10/23/2019
11	<b>Deadline for Candidates to Submit Optional Two-page Written Response to Negative College Committee and Negative Dean Reports</b>	<b>Wed 10/30/2019</b>
12	<b>E-Dossiers Available for Provost's Review</b>	<b>Fri 11/01/2019</b>
13	Deadline for Provost's Signed Written Recommendations to Candidates	Thurs 11/07/2019
14	Deadline for Candidates to Appeal the Provost's Recommendations to the Tenure and Promotion Appeals Board	Thurs 11/14/2019
15	E-Dossiers Available for the Tenure and Promotion Appeals Board Review	Fri 11/15/2019
16	Deadline for Tenure and Promotion Appeals Board's Recommendation regarding Provost's Recommendation	Tues 11/26/2019
17	E-Dossiers Available for President's Review	Wed 11/27/2019 (Thanksgiving - Nov. 28, 2019)
18	Deadline for President to Notify Candidates of Decision	Thurs 12/12/2019

\*Please see APSU 1:025 Policy on Academic Tenure and the accompanying Procedures and Guidelines document, as well as APSU 2:063 Policy on Academic Promotion for more information. These documents contain deadlines for unique circumstances, such as requesting to apply for tenure early and requesting to "stop the clock." If earned years toward service, please consult with Chair to ensure you follow correct calendar.

The University Tenure and Promotion Appeals Board is appointed by October 1, 2019.

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	<b>J</b>	<b>K</b>
<b>Row Number</b>	<b>ACTION</b>	<b>TENURE</b>
1	Deadline for Written Statement of Intent*	To be submitted in the E-Dossier by the time that the E-Dossier is due
2	Faculty Begin to Update E-Dossiers	Tues 5/14/2019
3	<b>All E-dossiers Locked – Complete for Department and Chair Consideration</b>	Fri 9/06/2019 (4:30 p.m.)
4	E-Dossiers Available for the Department Committees' Review	Tues 9/10/2019
5	Deadline for Department Committees' Signed Written Reports to Candidates	Tues 9/24/2019
6	Deadline for Chair's Signed Written Reports to Candidates	Fri 9/27/2019
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and Negative Chair Reports	Wed 10/2/2019
8	E-Dossiers Available to Deans and College Committees for Review	Fri 10/04/2019
9	Deadline for College Committees' Signed Written Reports to Candidates	Thurs 10/17/2019
10	Deadline for Deans' Signed Written Reports to Candidates	Fri 10/18/2019
11	Deadline for Candidates to Submit Optional Two-page Written Response to Negative College Committee and Negative Dean Reports	Fri 11/01/2019
12	E-Dossiers Available for Provost's Review	Tues 11/05/2019
13	Deadline for Provost's Signed Written Decisions to Candidates	Mon 11/11/2019
14	Deadline for Candidates to Appeal the Provost's Recommendation to the Tenure and Promotion Appeals Board	Mon 11/18/2019
15	E-Dossiers Available for the Tenure and Promotion Appeals Board Review	Wed 11/20/2019
16	Deadline for Tenure and Promotion Appeals Board's Recommendation regarding Provost's Recommendation	Fri 11/29/2019
17	E-Dossiers Available for President's Review	Tues 12/03/2019
18	Deadline for President to Notify Candidates of Recommendation	Thurs 12/12/2019
19	Deadline for Candidates to Petition to Appeal the President's Negative Decision on Tenure to the APSU Board of Trustees	The petition must be submitted in writing to the Secretary of the Board within 20 calendar days following the President's written decision.
20	APSU Board of Trustees makes Tenure Decisions	Spring 2020

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