

Faculty Personnel Action Calendar 2009-2010

Please note that all dates are deadlines.

TYPE*	DEADLINE	ACTION
	Aug. 3	Faculty Personnel Action Calendar is published.
	Sep. 1	The Department and Colleges/School Personnel committees are formed.
Dev. Leave	Sep. 14	The faculty member submits request for Faculty Development Leave for the next Fiscal Year to the Dean and Department Chair.
Post-Tenure Review	Sep. 25	The Dean submits a list of those tenured faculty (<i>notified in March</i>) who are up for Periodic Comprehensive Performance Evaluation, to the Department Chair and the Chair of the Department Personnel Committee.
T/P/EM	Oct. 9	The faculty member submits to the Department Chair appropriate materials supporting application for Tenure, Promotion, and Exceptional Merit.
Post-Tenure Review	Oct. 9	The faculty member submits to the Department Chair appropriate supporting materials for Periodic Comprehensive Performance Evaluation.
Renewal: 2nd Yr. Fac.	Oct. 9	Department Personnel Committee & Department Chair make recommendations to the Dean regarding the Renewal of Second Year Probationary Faculty. <i>NOTE: Refers to years of service at UTB/TSC in a tenure track position, not years earned towards tenure (meaning faculty member began his/her 2nd full year of service at UTB/TSC on Sept. 1).</i>
Dev. Leave	Oct. 9	The Department Personnel Committee and the Department Chair make recommendations to the Dean regarding Faculty Development Leave requests.
Renewal: 2nd Yr. Fac.	Oct. 23	The College/School Personnel Committee makes recommendations to the Dean regarding the Renewal of Second Year Probationary Faculty.
Dev. Leave	Oct. 23	The College/School Personnel Committee makes recommendations to the Dean regarding Faculty Development Leave requests.
T/P/EM	Nov. 6	The Department Personnel Committee and Department Chair make independent recommendations regarding Tenure, Promotion, and Exceptional Merit, and forward them to the Dean to be placed in the Faculty Portfolio(s).
Post-Tenure Review	Nov. 6	The Department Personnel Committee and Department Chair make independent recommendations regarding Periodic Comprehensive Performance Evaluation and forward them to the Dean to be placed in the Faculty Portfolio(s).
Renewal: 2nd Yr. Fac.	Nov. 6	Deans make recommendations to the VPAA regarding the Renewal of Second Year Probationary Faculty.
Renewal: 2nd Yr. Fac.	Nov. 20	The VPAA makes recommendations to the President regarding the Renewal of Second Year Probationary Faculty.

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Dev. Leave	Nov. 20	Deans make recommendations to the VPAA regarding Faculty Development Leave requests.
Renewal: 2nd Yr. Fac.	Dec. 11	Second Year Probationary Faculty are notified of Renewal.
Dev. Leave	Dec. 11	The VPAA makes recommendations to the President regarding Faculty Development Leave requests.
T/P/EM	Dec. 11	The College/School Personnel Committee makes recommendations regarding Tenure, Promotion, and Exceptional Merit and forwards them to the Dean to be placed in the Faculty Portfolio(s).
Post-Tenure Review	Dec. 11	The College/School Personnel Committee makes recommendations regarding Periodic Comprehensive Performance Evaluation, and forwards them to the Dean to be placed in the Portfolio(s).
Renewal: 1st Yr. Fac.	Dec. 11	The Department Personnel Committee and the Department Chair make recommendations to the Dean regarding the Renewal of First Year Probationary Faculty. <i>NOTE: Refers to years of service at UTB/TSC in a tenure track position, not years earned towards tenure (meaning faculty member began his/her 1st full year of service at UTB/TSC on Sept. 1).</i>
Workloads & Level I Merit	Jan. 6	Department Chairs/Deans begin meetings on Workload/Review, Level I Merit, and Faculty long range Development Plan/Review. Conversations continue through April 3.
Dev. Leave	Jan. 15	The faculty member is notified of the ACTION by the President regarding Faculty Development Leave requests.
Renewal: 1st Yr. Fac.	Jan. 22	The College/School Personnel Committee makes recommendations to the Dean regarding the Renewal of First Year Probationary Faculty.
T/P/EM	Jan. 22	The Deans make recommendations regarding Tenure, Promotion, and Exceptional Merit and forward the Portfolio(s) with all recommendations to the VPAA.
Post-Tenure Review	Jan. 22	The Deans make recommendations regarding Periodic Comprehensive Performance Evaluation and forward the Portfolio(s) with all recommendations to the VPAA.
Renewal: 1st Yr. Fac.	Jan. 29	Deans make recommendations to the VPAA regarding the Renewal of First Year Probationary Faculty.
Renewal: 1st Yr. Fac.	Feb. 12	The VPAA makes recommendations to the President regarding the Renewal of First Year Probationary Faculty.
Renewal: 1st Yr. Fac.	Feb. 26	First Year Probationary Faculty are Notified of Renewal.

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Renewal: 3rd-Final Yr. Fac.	Feb. 26	The Department Personnel Committee and the Department Chair make recommendations to the Dean regarding the Renewal of Third through Final Year Probationary Faculty. <i>NOTE: Refers to years of service at UTB/TSC in a tenure track position, not years earned towards tenure (meaning faculty member began his/her 3rd or more full year of service at UTB/TSC on Sept. 1).</i>
T/P/EM	Mar. 5	The VPAA makes recommendations to the President regarding Tenure, Promotion, and Exceptional Merit.
Post-Tenure Review	Mar. 5	The VPAA makes recommendations to the President regarding Periodic Comprehensive Performance Evaluation.
Post-Tenure Review	Mar. 10	The Dean will submit a list of those tenured faculty who are due for Periodic Comprehensive Performance Evaluation during the next school year and a list of any additional materials required for submission as part of the review to the VPAA.
Renewal: 3rd-Final Yr. Fac.	Mar. 12	The College/School Personnel Committee makes recommendations to the Dean regarding the Renewal of Third through Final Year Probationary Faculty.
T/P/EM	Mar. 19	The President's recommendations regarding Tenure, Promotion and Exceptional Merit are submitted for UT System approval.
Renewal: 3rd-Final Yr. Fac.	Mar. 26	Deans make recommendations to the VPAA regarding the Renewal of Third through Final Year Probationary Faculty.
Post-Tenure Review	Mar. 26	The VPAA will notify tenured faculty who are due for Periodic Comprehensive Performance Evaluation of intent to review during the next school year and of any additional materials required for submission as part of the review.
Renewal: 3rd-Final Yr. Fac.	Apr. 9	The VPAA makes recommendations to the President regarding the Renewal of Third through Final Year Probationary Faculty.
Workloads & Level I Merit	Apr. 9	The Dean files Faculty Workload and Development Plans with the VPAA and makes recommendations regarding Level I Merit .
Renewal: 3rd-Final Yr. Fac.	Apr. 23	Third through Final Year Probationary Faculty are Notified of Renewal.
T/P/EM	May. 6	Faculty submit a letter of intent to apply for Tenure, Promotion, and Exceptional Merit to the Chair and Dean.
Level I Merit	May. 7	The VPAA makes recommendations to the President regarding Level I Merit.
T/P/EM	May. 7	Deans submit a list of faculty applying for Tenure, Promotion, and Exceptional Merit to the VPAA.