

PROMOTION AND TENURE CALENDAR 2009 - 10

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| <u>Thursday, October 1</u> | Department Chairs submit detailed recommendations for promotion, tenure and non-retention (9 copies plus the original) |
| <u>Tuesday, October 6</u> | Organizational meeting of Personnel Committee (10:00-11:00 a.m.) |
| <u>Friday, October 16</u> | Personnel Committee meets to review cases (beginning as early as possible). |
| <u>Friday, October 30</u> | Personnel Committee meets to reconsider cases where new information was necessary |
| <u>Monday, November 2</u> | Dean meets with Divisional Personnel Committee |
| <u>Tuesday, November 3</u> | Dean notifies promotion and tenure candidates in writing of action |
| <u>Tuesday, November 17</u> | Deadline to request reconsideration of negative promotion and tenure actions (refer to CAS <u>Manual of Operations</u> , Section 4.68) |
| <u>Friday, November 20</u> | Personnel Committee meets for promotion and tenure reconsiderations, or as needed to comply with Section 4.68. |
| <u>Monday, November 30</u> | Promotion and tenure materials due from Deans to Secretary by noon |