Description	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	Notes
ANNUAL REVIEW													
Faculty Accomplishments/Reflections on Goals Completed		X											
Faculty Goals for Coming Year Completed		X											
Chairs/Director Complete Annual Review and Approve Goals for Coming Year					X								
Dean Completes Annual Review						X							
Provost Acknowledges Disclaimers/Provost and Dean Take Required Action								X					
Endowed Professor/Chair - Year 5											X		
Endowed Professor/Chair Goal Setting & Fiscal Planning with Dean	X	X		X	X								
TENURE & PROMOTION OF T/TT FACULTY													
Candidate Files Intent to Submit with List of External Evaluators	X												
External Evaluators Contacted	X	X											
T&P and Post-Tenure Review Committees Appointed				X									
Materials are sent to External Evaluators				X									
Candidate Completes and Uploads T&PFiles to make Available to TPR Committee and Chair/Director					X								
Post-Tenure Review Materials Due to PTR Committee								X					
Chair/Director and TPR Committee Completes Review and Uploads; Candidate Reviews and Forwards to Dean								X					
TPR Committee Chair/Advisory Committee Meets with Dean									X				
Chair/Director/Advisory Committee Meets with Dean									X				
Dean Completes eTPR Review and Uploads; Candidate Reviews and Forwards to Provost										X			
Provost Completes eTPR Review and Recommendation; Dossier Forwarded to President												X	
Tenure & Promotion Outcome Communicated to Candidate	X												
REAPPOINTMENT (Reference Provost's Dates and Deadlines)													
TPR Committee Appointed				X									
Candidate Files to TPR Committee and Chair/Director					X	X							Multiple listings as specific dates are determined by year (1st year/2nd year/3rd+ years)

Description	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	Notes
Candidate Files to Dean						X	X	X					Multiple listings as specific dates are determined by year (1st year/2nd year/3rd+ years)
Outcome Communicated to Candidate											X		
START-UP SPENDING PLANS													
August New Hires Submit Plans to Chair/Director and Fiscal Analyst							X						
January New Hires Submit Plans to Chair/Director and Fiscal Analyst											X		
All Faculty with Start-up (years 2-4) Submit Plans for Next Year	X												
SABBATICALS													
Sabbatical Requests for Fall/Academic Year Due to Department/School									X				
Report Following Fall Sabbatical Due to Department/School											X		
Sabbatical Requests for Spring Due to Department/School	X												
Report Following Spring/Academic Year Sabbatical Due to Department/School				X									
ELECTIONS													
College Committee Elections are held											X		
University Committee Elections are held											X		
Faculty Senate Elections are held											X		
MEETINGS/NETWORKING OPPORTUNITIES													
New Faculty Orientation (University and College)				X									
Science Faculty Meetings	Faculty Business Mtng/ Awards				Semester Kick-off			Faculty Business Mtng					
Science Faculty Mentoring Program	X			X	X	X	X	X	X	X	X	X	
Rising Star Symposium					X								

Reference documents:

» Provost's Dates and Deadlines   » College of Science Bylaws

» Faculty Manual