

2017-2018 Retention, Tenure, and Promotion Deadline Calendar
Updated: 10/20/2017

	Faculty Member (Candidate)	Department RTP Committee	Department Chairs/ Equivalent Unit Directors	Deans	Univ. Tenure & Promotions Committee (UTPC) and Provost	Notification to Faculty Members
Review of 1st and 2nd Year Probationary Faculty for Retention for 2nd and 3rd Probationary Years	Last date for materials to be given to candidate prior to the closing of the WPAF: ¹ 9/13/17 WPAF Closes: 9/18/17	Report due to candidate: ² 10/2/17 Report due to Department Chair/Unit Director: 10/12/17	Report due to candidate: ² 10/27/17 Report due to College Dean/University Librarian: 11/6/17	Report due to candidate: ² 12/8/17 Report due to Provost via Office of Faculty Affairs: 12/18/17		Provost notifies faculty of: 1) Reappointment for 2018-19; or 2) Termination in June 2018 2/15/18
Review for Tenure	Last date for materials to be given to candidate prior to the closing of the WPAF: ¹ 9/22/17 WPAF Closes: 9/27/17	Report due to candidate: ² 10/17/17 Report due to Department Chair/Unit Director: 10/27/17	Report due to candidate: ² 11/17/17 Report due to College Dean/University Librarian: 11/27/17	Report due to candidate: ² 1/22/18 Report due to Provost via Office of Faculty Affairs: 2/1/18 Report due to <u>UTPC</u> via <u>Senate Office</u> : 2/1/18	Provost's and UTPC Reports due to candidate: ² 4/23/18 Provost and UTPC Reports due to President: 5/3/18	President notifies faculty of: 1) Tenure; Fall 2018 2) Another Probationary year for 2018-19; or 3) Terminal Year; 2018-19 6/1/18
Review for Promotion	Last date for materials to be given to candidate prior to the closing of the WPAF: ¹ 9/22/17 WPAF Closes: 9/27/17	Report due to candidate: ² 10/17/17 Report due to Department Chair/Unit Director: 10/27/17	Report due to candidate: ² 11/17/17 Report due to College Dean/University Librarian: 11/27/17	Report due to candidate: ² 1/22/18 Report due to <u>Provost</u> via <u>Office of Faculty Affairs</u> : 2/1/18 Report due to <u>UTPC</u> via <u>Senate Office</u> : 2/1/18	Provost and UTPC Reports due to candidate: ² 4/23/18 Provost and UTPC Reports due to President: 5/3/18	President notifies faculty: 6/15/18
Review of 3rd, 4th, and 5th year Probationary Faculty for Retention for 4th, 5th, and 6th Probationary Year	Last date for materials to be given to candidate prior to the closing of the WPAF: ¹ 10/13/17 WPAF Closes: 10/18/17	Report due to candidate: ² 11/13/17 Report due to Department Chair/Unit Director: 11/27/17	Report due to candidate: ² 1/19/18 Report due to College Dean/University Librarian: 1/29/18	Report due to candidate: ² 3/5/18 Report due to Provost via Office of Faculty Affairs: 3/15/18		Provost notifies faculty of: 1) Reappointment for 2018-19; or 2) Terminal year; 2018-2019 6/1/18

Other Important RTP Deadlines:

Department Chairs send names and rank of RTP committee members, and any departmental policies, to Office of Faculty Affairs via Deans: **September 8, 2017**

Deans send names of faculty being considered for promotion and copies of letters/forms from those wishing **not** to be considered for promotion to Office of Faculty Affairs **and** the University Tenure and Promotions Committee: **September 22, 2017**

¹ Faculty members must have access to materials from other individuals five (5) calendar days prior to placement in their WPAF and may add their own materials up to the closing date of the WPAF.

² Faculty members must have ten (10) calendar days to review report and submit response/rebuttal if desired.