

DEADLINES FOR BIOLOGICAL SCIENCES, 2015-16

ANNUAL FACULTY RANKING SYSTEM REPORT

(all tenured and tenure-track faculty only)

October 15	Self-scored documents due to chair (4:30 pm to Barbara Rupard)
Nov. 13	Committee's faculty ranking scores due to chair
Nov. 20	Chair provides individual ranking to faculty member Reconsideration must be submitted to the chair within 5 calendar days of receipt of report
TBA	Merit scores due to dean

"NOT" ON TENURE TRACK EVALUATIONS (Lecturers)**

All Years	Feb. 19	Materials due to Chair (4:30 pm to Barbara Rupard)
	Mar. 1	Due from Chair to Dean (copy to faculty member)

NON-TENURED TENURE-TRACK FACULTY EVALUATIONS**

2 nd Year	Sep. 11	Material due to Chair (4:30 pm to Barbara Rupard)
	Sep. 25	P&T evaluation due to Chair
	Oct. 2	Chair provides report/recommendations to faculty member
	Oct. 9*	Due from Chair to Dean
3 rd /4 th /5 th Year	Nov 13	Material due to Chair (4:30 pm to Barbara Rupard)
	Dec. 4	P&T evaluation due to Chair
	Dec 11	Chair provides report to faculty member;
	Feb 8*	Due to Dean
1 st Year	Jan. 15	Updated, detailed, printed CV and cover page due to Chair
	Jan. 29*	Chair provides written and oral feedback
	Feb. 10*	Due from Chair to Dean

PROMOTION & TENURE

Sep. 1*	Candidates notify chair in writing with copy to dean of intent to apply for promotion or tenure
Sep. 15*	Candidates submit name of Presenter to Associate Dean Otieno
Oct. 3	Material due to P&T Committee
Oct.20	Committee P&T recommendation due to chair
Nov. 9*	Chair provides committee and chair recommendations to faculty member
Dec. 1*	Department/Chair P&T recommendations and materials due to dean*

SABBATICAL LEAVE

Sep. 15*	Sabbatical Leave applications due to chair*
Sep. 26*	Department P&T Committee recommendations due to chair
Oct. 1*	Dept. Sabbatical Leave recommendations due to dean* from chair

RETIREMENT TRANSITION PROGRAM

Sep. 11*	RTP faculty requests due to chair
Oct. 9*	Chair Submits RTP assessment report to Dean

*dates set by College of Arts and Sciences; See the College of Arts and Sciences web page calendar for these and other deadlines; if a weekend or holiday, due next workday.

**Faculty not on tenure-track or in 1st year tenure-track are reviewed by the Chair only