

**IMPORTANT DATES
SCHOOL OF BUSINESS
FEBRUARY 9TH, 2009**

SABBATICALS-

- Oct. 1- Sabbatical requests are to be submitted to the APPC by Oct. 1 of the year preceding the leave of absence (Faculty Handbook, P.34, Sec. 32.7.1).
- Nov. 15- The APPC reviews and forwards each request along with its letter of recommendation to the Provost (P.34, Sec. 32.7.2).
- Dec. 1- Faculty are notified by the President of University acceptance or rejection of their request (P.34, Sec. 32.7.3).

PROMOTIONS (P.46, Sec.41.2)

- Apr. 30- The Provost notifies faculty members eligible for promotion and requests letter of intent.
- Nov. 1- Candidate submits letter of intent along with a completed dossier to the provost and the Dean of the School of Business.
- Nov. 15- School promotion committee meets to review candidates.
- Dec.1- Promotion Committee submits a formal letter of recommendation to the Dean of the School of Business, who forwards the committee's recommendation along with his/her own recommendation to the University Provost.
- Feb. 15- The Provost submits a formal written recommendation to the President of the University.
- Apr. 15- The President notifies the faculty member of the promotion decision.

TENURE (P.46, Sec.41.3)

- Apr. 30- The Provost notifies faculty members eligible for tenure and requests letter of intent to apply for review.
- Nov. 1- Candidate submits letter of intent along with a completed dossier to the provost and the Dean of the School of Business.
- Nov. 15- School tenure committee meets to review candidates.

Dec. 1- Tenure Committee submits a formal letter of recommendation to the Dean of the School of Business, who forwards the committee's recommendation along with his/her own recommendation to the University Provost.

Feb. 15- The Provost submits a formal written recommendation to the President of the University.

Apr. 15- The President notifies the faculty member of the promotion decision.

ANNUAL REVIEW- Tenured Faculty

Nov. 1- Self evaluation due to the Dean, School of Business (P.38, Sec.37.2.1). This self-evaluation is combined with an evaluation by the dean and forwarded to the provost (P.38, Sec. 37.2.2).

ANNUAL REVIEW- Non-tenured Faculty

Nov. 1- Self evaluation due to the Dean, School of Business (P.38, Sec.37.2.1). This self-evaluation is combined with an evaluation by the dean and forwarded to the provost (P.38, Sec. 37.2.2).

Mar. 30- Departmental (School of Business) tenured peer evaluation of non-tenured faculty will be conducted annually by department promotion and tenure committees (P.38, Sec. 37.2.3).

This evaluation will occur on the 4th Monday of each March (Mar. 23, 2009 at 2:40 PM, 10th floor conference room), and will consist of a review and discussion of each non-tenured faculty member and the documentation each submits. For 2009, this documentation will consist, minimally, of a self evaluation. Thereafter, the documentation is to consist of a full dossier as described in the Faculty Handbook (P.40, Sec. 38.3). The tenured faculty will vote by closed ballot (no proxies) on each non-tenured member. A one page letter will be submitted to the Dean of the School of Business indicating whether the tenure track members in the department (School) feel whether each non-tenured member should or should not be considered for reappointment. The Dean will discuss these evaluations with non-tenured faculty members.

Notice of non-reappointment (P.25, Sec. 26.1):

Not later than Mar. 1st of the first academic year of service if the appointment expires at the end of that academic year.

Not later than Dec. 15th of the second academic year of service if the appointment expires at the end of that academic year.

At least twelve months before the expiration of an appointment after two or more years at the University.