

Timetable for Personnel Recommendations

Revised 2024

**For All Colleges/Schools
except the Law School**

For Law School

Probationary Contract Renewal

Probationary Contract Renewal

Due Dates

Candidate to FEC
FEC to Dept Chair
Dept Chair to Academic Council
Academic Council to Dean
Dean to Provost
Provost to Chancellor
Due to Faculty

Candidate's file to T&PC Chair
T&PC to Law Academic Council
Law Academic Council to Dean
Dean to Provost
Provost to Chancellor
Due to Faculty

15-Oct
15-Nov
5-Dec
6-Jan
5-Feb
5-Mar
6-May

Sabbatical

Sabbatical

Application due to Chair
FEC and Chair to Dean
Dean to Provost
Provost to Chancellor
Due to Faculty

Application due to Chair
FEC and Chair to Dean
Dean to Provost
Provost to Chancellor
Due to Faculty

2-Oct
1-Nov
1-Dec
2-Jan
start of Spring semester

Tenure Timeline

Tenure Timeline

Candidate to FEC
FEC to Dept. Chair
Dept. Chair to Academic Council
Academic Council to Dean
Dean to Provost
Provost to Chancellor
Due to BOT

Candidate's file to T&PC Chair
T&PC to Law Academic Council
Law Academic Council to Dean
Dean to Provost
Provost to Chancellor
Due to BOT

16-Sep
15-Oct
5-Nov
5-Dec
6-Jan
5-Feb
5-Mar

Promotions

Promotions

**Full Professor, Commonwealth Professor,
and Teaching Faculty**

**Full Professor, Commonwealth Professor,
and Teaching Faculty**

Candidate to FEC
FEC to Dept. Chair
Dept. Chair to Academic Council
Academic Council to Dean
Dean to Provost
Provost to Chancellor
Due to Faculty

Candidate's file to T&PC Chair
T&PC to Law Academic Council
Law Academic Council to Dean
Dean to Provost
Provost to Chancellor
Due to Faculty

15-Nov
16-Dec
6-Jan
5-Feb
5-Mar
7-Apr
6-May

Librarians

Librarians

Library Evaluation Committee (LEC) to
Division Head
Division Head to Dean
Dean to Provost
Provost to Chancellor
Chancellor to Librarian

Library Evaluation Committee (LEC) to Assoc.
Dean, Law Library
Assoc. Dean, Law Library to Dean
Dean to Provost
Provost to Chancellor
Chancellor to Librarian

16-Jan
15-Feb
15-Mar
15-Apr
15-May

Technicians

Technicians

Dept. Chair or Supervisor to Dean
Dean to Provost
Provost to Chancellor

N/A

15-Feb
15-Mar
15-Apr



PMYR

DEC/LEC (as appropriate) to Dept. Chair
Dept. Chair to Academic Council
Academic Council to Dean
Dean to Provost
Due to Faculty

Professor/Librarian Emeritus

Dean to Provost
Due to Faculty/Librarian

Pre-Tenure Contract Renewal

Candidate to FEC
FEC to Dept Chair
Dept Chair to Academic Council
Academic Council to Dean
Dean to Provost
Provost to Chancellor
Due to Faculty

PMYR

Candidate's file to T&PC Chair
T&PC to Law Academic Council
Law Academic Council to Dean
Dean to Provost
Due to Faculty

Professor/Librarian Emeritus

Dean to Provost
Due to Faculty/Librarian

Pre-Tenure Contract Renewal

Candidate's file to T&PC Chair
T&PC to Law Academic Council
Law Academic Council to Dean
Dean to Provost
Provost to Chancellor
Due to Faculty

February 14, 2025
February 28, 2025
March 21, 2025
April 25, 2025
May 16, 2025

15-Mar
early May

15-Oct
15-Nov
5-Dec
6-Jan
5-Feb
5-Mar
6-May