

CLASS CALENDAR BY ACTIVITY 2017-18

If a given date occurs on a weekend or holiday, the deadline shall be the first day on which the University reopens.

PROMOTION & TENURE Policy 4.6.4	
DEADLINE	ACTION
FALL	
Sept 1	Candidates notify Chair & Dean in writing of intent to apply for tenure and/or promotion
Sept 11	Deadline to elect departmental and College P & T Committees
Sept 11	P & T Open Forum: Candidates & Committee Members 3:30 PM Discovery Classroom
Sept 15	P & T Candidates submit name of presenter to Dean
Nov 10	Candidates notified of Department's recommendations
Dec 1	Department & chair P & T recommendations & materials due to Dean
(by) Oct 1	College Committee organizational meeting to establish schedule
1 st week Dec	College review of candidates begins
End Finals Week	College review completed
SPRING	
Feb 15	Dean submits P & T recommendations and materials to Provost
Mar 19	Last day for tenure candidate to withdraw candidacy
Mar 19	Provost notifies candidates of college, dean, & Provost recommendations and submits to President
April 16	Dean notifies chairs of faculty eligible for tenure in next academic year
May 1	P & T: Election University Faculty Evaluation Appeals Committee for next year
May 1	Chair notifies candidates eligible for tenure in next academic year; provides guidelines

ANNUAL REVIEW OF TENURED FACULTY Policy 4.6.17P	
DEADLINE	ACTION
FALL	
Dept. Date	(By Department Date) Tenured faculty submit materials required by department to chair. (No University Forms for this process)
SPRING	
April 3	Chair meets with tenured faculty for review. Prepares written summary and/or department form. Forwards summaries/forms to Dean.
May 1	Dean notifies faculty in Year Three Review of Dean's recommendations
May 1	Changes in Departmental procedures approved by Dean for next academic year

EVALUATION OF NON-TENURED TENURE-TRACK FACULTY Policy 4.6.5

First Year TENURE-TRACK Faculty

DEADLINE	ACTION
Fall	
Sept 11	Departmental committee formed for evaluation of non-tenured TT faculty, if not using department's P & T committee
Dept Date	(By department date) 1 st year TT faculty submit cover page and CV to department
SPRING	
Jan 29	Chair meets with 1 st year TT faculty & provides written feedback
Feb 12	Chair submits recommendations for 1 st year TT faculty to Dean
Feb 19	Dean notifies 1 st year TT faculty of recommendation (in writing); Gives to Provost.
Feb 26	Provost returns signed evaluation of 1 st year TT faculty to Dean; Provost notifies President of non-reappointments
Mar 1	Dean provides copy of final report to faculty (copy to chair)
Mar 19	President notifies faculty of non-reappointment, unless appeal filed
Mar 30	President notifies faculty of non-reappointment, if appeal filed

Second Year TENURE-TRACK Faculty

DEADLINE	ACTION
Fall	
Sept 11	Departmental committee formed for evaluation of non-tenured TT faculty, if not using department's P & T committee
Oct 6	2 nd year TT faculty submit self-evaluation to department
Oct 20	Chair submits 2 nd year TT faculty reappointment recommendations to Dean
Nov 3	Dean notifies 2 nd year TT faculty of Dean's recommendation, and submits to Provost
Nov 10	Provost returns signed evaluations of 2 nd year TT faculty to Dean, and notifies President of <i>non-reappointments</i>
Nov 13	Dean notifies 2 nd year TT faculty of Provost's recommendation and copies department chair
Dec 15	President notifies 2 nd year TT faculty of <i>non-reappointment</i>

Third—Fifth Year TENURE-TRACK Faculty

DEADLINE	ACTION
Fall	
Sept 11	Departmental committee formed for evaluation of non-tenured TT faculty, if not using department's P & T committee
Nov 13	3 rd —5 th year TT faculty submit self-evaluation to department
SPRING	
Jan 26	Chair notifies 3 rd -5 th year TT faculty of department and chair's recommendations
Feb 7	Chair submits 3 rd -5 th year TT faculty reappointment recommendations to Dean
Feb 28	Dean notifies 3 rd -5 th year TT faculty of Dean's recommendation, and submits to Provost
March 21	Provost returns signed evaluation to Dean
Mar 28	Dean notifies 3 rd -5 th year TT faculty of Provost's recommendation; copies department chair
May 15	President notifies 3 rd -5 th year TT faculty of <i>non-reappointment</i>

EVALUATION OF FULL-TIME NON TENURE-TRACK FACULTY Policy 4.6.6

NON TENURE-TRACK Faculty

DEADLINE	ACTION
FALL	
Dec 1	Chair submits to Dean list of full-time non tenure-track faculty to be evaluated for that academic year
SPRING	
Feb 15	Faculty submits evaluation materials to department
March 1	Chair gives written evaluation to faculty member
March 19	Chair makes recommendation on reappointment and forwards to Dean
April 2	Dean makes recommendation on reappointment and forwards to Provost
April 10	Provost makes decision on reappointment and sends to Dean
April 16	Dean notifies faculty member of decision

**ADMINISTRATOR EVALUATION Policy 4.8.1P
Chairs, Associate/Assistant Chairs, Program Coordinators**

YEARS ONE and TWO

DEADLINE	ACTION
SPRING	
April 2	Supervisors hold conference with administrators who are direct reports; Supervisor sends to X (<i>gap in policy</i>) notice of completion of review and resulting actions.

YEAR THREE

DEADLINE	ACTION
FALL	
Oct 2	Department or College establishes Review Committee (for academic year it is to function) Administrator prepares assessment of work during previous 3 years.
SPRING	
Feb 15	IR sends evaluation survey to relevant others
March 15	Department or College Review Committee submits to administrator's supervisor summary results of evaluation survey
April 16	Supervisor holds conference with administrator (self-assessment; survey summary (Review Committee's report)) Administrator may append evaluation.
May 15	Supervisor sends to all individuals in the affected unit a notice of completion of review and resulting actions.

RETIREMENT TRANSITION PROGRAM Policy 4.6.9

DEADLINE	ACTION
FALL	
Sept 8	Faculty member submits request memo to chair
Oct 13	Chair assesses requests based on unit needs and gives recommendation to Dean
Nov 3	Dean assesses needs of College and gives recommendations to Provost
Nov 10	Provost forwards request and recommendations to President
Dec 2	President assesses needs of University
Dec 8	President makes recommendations; notifies faculty and academic administrators. President's recommendations are pending Board approval
SPRING	
Spring Meeting	Board of Regents considers RTP recommendations from President

SABBATICAL LEAVE Policy 4.7.2

DEADLINE	ACTION
FALL	
Sept 15	(of year preceding academic year of sabbatical; may submit 2 years preceding) Faculty member submits request to chair
Sept 25	Department submits recommendations to chair
Oct 1*	Chair submits ranked recommendations to Dean. Separate recommendation and impact statement needed from chair.
End of 1 st week Oct*	College Research & Faculty Development Committee begins review of requests
Oct 23	College Committee submits recommendations to Dean
Nov 1	Dean informs faculty-applicants of recommendations and forwards selected sabbatical requests to Provost
Dec 15	Provost forwards selected sabbatical requests to President
After BoR action	President notifies selected faculty
REPORTS	
Nov 30	Sabbatical leave report (sabbatical completed previous spring) Due to Dean
Apr 25	Sabbatical leave report (sabbatical completed previous fall): Due to Dean

**note. College deadlines*

FACULTY EMERITUS / EMERITA Policy 4.7.8

Spring	
Jan 30	Emeritus Faculty nominations to chair
Feb 13	Chair submits nominations to Dean
Feb 27	Dean submits recommendations to Provost
Mar 6	Provost submits recommendations to President

CLASS CURRICULUM COMMITTEE

SUBMISSION DEADLINE	MEETING DATE LIBRARY 201 1:30 pm
August 16	August 28
September 13	September 25
October 11	October 23
November 15	November 27
January 10	January 22
February 14 <i>(Last date for program changes for fall catalog)</i>	February 26
March 7 <i>(Spring Break Mar 12-16)</i>	March 26
April 12	April 23

RESEARCH & FACULTY DEVELOPMENT

DEADLINE	ACTION
FALL	
Sept 1	Faculty Development Grant Proposals (fall awards): Call for applications
Oct 1	Faculty Development Grant Proposals (fall awards): Due to Associate Dean
Oct 20	Junior Faculty Summer Research Award: Progress report due to Dean from recipients of Award for summer 2017
Dec 1	Faculty Development Grant Proposals (spring awards) Call for applications
SPRING	
Jan 25	Excellence in Research & Creative Activities: Call for Applications (Award for next fall)
Feb 1	Faculty Development Grant Proposals (spring awards): Due to Associate Dean
March 1	Excellence in Research & Creative Activities Award: Applications due to Associate Dean (Award for next fall)
<i>April 13</i>	Junior Faculty Summer Research Award: Presentations from recipients of Award in summer 2017 (During Scholars Week)
End of Spring	Excellence in Research & Creative Activities Award: Recipient selected (Award for next fall)

STUDENT AWARDS & SCHOLARSHIPS

- **Kenamer Endowed Scholarship** (Multiple awards: fall and spring)
- **Dean's Award of Merit** (1: spring)
- **Layne-Wood Endowed Scholarship** (1—2: spring)
- **John McMillan-Long Endowed Scholarship** (1: spring)

DEADLINE	ACTION
FALL	
<i>Sept 1</i>	Call for applications: Kenamer (fall awards)
<i>Nov 1</i>	Applications due (to College): Kenamer (fall awards)
<i>Dec 1</i>	Decision deadline: Kenamer (fall awards)
SPRING	
<i>Feb 1</i>	Call for applications all awards & scholarships
<i>March 1</i>	Applications due (to College): Dean's Award; Kenamer & Layne-Wood Scholarships
<i>April 1</i>	Applications due (to ECU Scholarship Office): McMillan Scholarship
April 1	Decision Deadline: Dean's Award; Kenamer & Layne-Wood Scholarships