

Revised August 2022: SCHEDULE FOR FACULTY REVIEWS: Promotion, Tenure, EPR, APR, Merit, and FIL - DEADLINES (CBA #3)

Throughout this document, any deadline that falls on a weekend or university holiday will be moved to the next business day of the university

PROMOTION & TENURE RECOMMENDATION SUBMITTED TO PROVOST FOR DECISION (AND FORWARDING TO PRESIDENT & BOARD) (Faculty 180)	Candidate Submits Credentials to Department/ School	External Review Letters Provided to Candidates by Faculty 180 Administrator	Department/ School Committee Decision	Chair/ Director Recommendation^Δ	College PTRC Recommendation	Dean Recommendation^Δ	University-Level Review Committee Advisory Memo to Provost[¶]	Provost Recommendation to President & Trustees
PROMOTION & TENURE REVIEWS	September 30th [#]	October 1st	October 15th	October 31st	December 15th	January 31st	February 28th	Late March/Early April

[#] Solicitation and return of external review letters must occur prior to submission of candidate credentials. For process and timeline see <https://www.bgsu.edu/content/dam/BGSU/provost/faculty-affairs/documents/external-reviews-pt.pdf>

^Δ A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

[¶] ULRC input required only when there are one or more negative recommendations provided by the candidate's unit, Chair/Director, college committee, or Dean

ENHANCED PERFORMANCE REVIEWS SUBMITTED TO PROVOST FOR RENEWAL DECISION (Faculty 180)	Candidate Submits Credentials to Department/ School	Department/ School Committee Decision	Chair/ Director Recommendation^Δ	College PTRC Recommendation	Dean Recommendation^Δ	University-Level Review Committee Advisory Memo to Provost[¶]	Provost Notification of Renewal of Contract
ENHANCED PERFORMANCE REVIEWS (TTF) ●TTF (last year of mid-probationary appointment, typically Year 3)	October 15th	November 15th	November 30th	January 31st	February 28th	March 31st	Late April
ENHANCED PERFORMANCE REVIEWS (QRF) ●QRF (EPR every third year in years 1-6) Typically year 3 Typically year 6	September 30th September 1st	October 15th September 15th	November 15th October 1st	January 31st November 1st	February 28th December 1st	March 15th December 15th	Not later than April 1st Not later than February 1st

^Δ A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

[¶] ULRC input required only when there are one or more negative recommendations provided by the candidate's unit, Chair/Director, college committee, or Dean

NOTICE OF NON-RENEWAL TO QRF 12+ YEARS SUBMITTED TO PROVOST FOR RENEWAL DECISION (paper)	Chair/ Director Recommendation to Dean	Dean Recommendation to Provost	Provost Notification of Non-Renewal of Contract
NON-RENEWAL OF QRF IN YEARS 12 AND BEYOND - BASED ON DEMAND FOR DUTIES AND ADEQUATE BUDGET RESOURCES (NOT FOR PERFORMANCE)	May 1st preceding the final contract year	June 1st preceding the final contract year	Not later than July 1st preceding the final contract year

APRs FOR QRF SUBMITTED TO PROVOST FOR RENEWAL DECISION (Faculty 180)	Candidate Submits Credentials	Department Recommendation to Chair [#]	Chair/Director Recommendation to Dean ^Δ	Dean Recommendation to Provost ^Δ	Provost Notification of Annual Renewal of Contract
ANNUAL PERFORMANCE REVIEWS FOR QRF For year 1	January 15th	February 1st	February 15th	March 1st	Not later than April 1st
For year 2	September 30th	October 15th	November 15th	February 28th	Not later than April 1st

Note. For Year 1 annual review, review materials are typically limited to those available during the first fall semester prior to the deadline. In subsequent years, review materials include fall, spring, summer (where applicable) materials

For years 4-5	September 7th	September 21st	October 5th	December 15th	Not later than February 1st
For Years 7+: In place of APRs and EPRs, the annual merit review process serves as the annual evaluation for QRF in years seven and beyond	September 7th	September 28th	October 19th	November 15th	Not later than December 1st

[#]For academic units whose reappointment policy requires input from the academic unit.

^Δ A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

[∩] All "QRF Years 7 and Beyond" are required to participate in the merit review process, which will serve as the annual review for the purpose of reappointment decisions based on performance (Article 14, Section 6.3.1)

APRs FOR PROBATIONARY TTF SUBMITTED TO PROVOST FOR REVIEW/FILING (Faculty 180) [∩]	Candidate Submits Credentials	Department Recommendation to Chair/Director [#]	Chair/ Director Recommendation to Dean and Provost ^Δ	Filed by Office of Provost
ANNUAL PERFORMANCE REVIEWS FOR PROBATIONARY TTF Prior to TTF Enhanced Performance Review (EPR)	January 31st	February 28th	March 31st	May 15th

Note. For Year 1 annual review, review materials are typically limited to first fall semester. In subsequent years, review materials include spring, summer (where applicable), and fall materials.
Note. It is expected that the Dean provides substantive feedback to candidate before end of spring semester.

AFTER TTF Enhanced Performance Review (EPR)	January 31st	February 28th	March 31st	May 15th
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Note. Due to earlier submission date required for Year 3 EPR (i.e., mid-probationary review), Year 4 APR materials submitted by BUFM should include fall year 3, spring year 3, summer year 3, and fall year 4"
Note. It is expected that Dean provides substantive feedback to candidate before end of spring semester.

[#] For academic units whose reappointment policy requires input from the academic unit.

^Δ A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

[∩] Although not required by CBA, Deans are expected to provide an annual performance feedback letter to the probationary TTF member by the end of the spring semester

MERIT DECISION SUBMITTED BY DEAN TO PROVOST (CONSULTATION WITH PROVOST)	Candidate Submits Credentials*	Department/ School Recommendation to Chair/ Director ^Δ	Chair/ Director Recommendation to Dean (including Department/ School Recommendation) ^{ΔΔ}	Dean Consultation with Provost	Dean Notifies Faculty of Merit Decisions
MERIT REVIEWS FOR ALL BUFM (TTF and QRF) ^{Δn}	September 7th	September 28th	October 19th	November 15th***	On or about January 15th

*As per Merit Template.

^Δ An appeal may be submitted to the Chair/Director within seven calendar days after deadline for candidate to receive copy of Department/School recommendation

^{ΔΔ} An appeal may be submitted to the Dean within seven calendar days after deadline for candidate to receive copy of Chair/Director recommendation

^Δ All Tenured faculty are required to participate in the merit review process. Merit reviews with rating of "unacceptable" may serve as a trigger event for an Extraordinary Review (CBA Article 31)

ⁿ All "QRF Years 7 and Beyond" are required to participate in the merit review process, which will serve as the annual review for the purpose of reappointment decisions based on performance (Article 14, Section 6.3.1)

***No later than December 1st: Provost notification of nonrenewal due to performance for QRF Years 7 and beyond

SEMESTERS TO INCLUDE DURING EVALUATIONS FOR APR, EPR, AND MERIT

	TTF	QRF	Merit: Both TTF & QRF
Year 1 APR	Fall Year 1 <i>Submit by January 31st</i>	Fall Year 1 <i>Submit by January 15th</i>	Any relevant information prior to September 7th dossier submission <i>Submit by September 7th</i>
Year 2 APR	Spring Year 1, Summer Year 1, Fall Year 2 <i>Submit by January 31st</i>	Spring Year 1, Summer Year 1 <i>Submit by September 30th</i>	Fall Year 1, Spring Year 1, Summer Year 1 <i>Submit by September 7th</i>
Year 3 TTF: EPR (Mid-Probationary Review) Year 3 QRF: EPR	Cumulative through Summer Year 2 <i>Submit by October 15th</i>	Cumulative through Summer Year 2 <i>Submit by September 30th</i>	Fall Year 2, Spring Year 2, Summer Year 2 <i>Submit by September 7th</i>
Year 4 APR	Fall Year 3, Spring Year 3, Summer Year 3, and Fall year 4 <i>Submit by January 31st</i>	Fall Year 3, Spring Year 3, Summer Year 3 <i>Submit by September 7th</i>	Fall Year 3, Spring Year 3, Summer Year 3 <i>Submit by September 7th</i>
Year 5 APR	Spring Year 4, Summer Year 4, Fall Year 4 <i>Submit by January 31st</i>	Fall Year 4, Spring Year 4, Summer Year 4 <i>Submit by September 7th</i>	Fall Year 4, Spring Year 4, Summer Year 4 <i>Submit by September 7th</i>
Year 6 TTF: P&T Review Year 6 QRF: EPR	Cumulative through date of submission <i>Submit by September 30th</i>	Cumulative over the three-year term <i>Submit by September 1st</i>	Fall Year 5, Spring Year 5, Summer Year 5 <i>Submit by September 7th</i>
Year 7 and Beyond	n/a	n/a	Previous Academic Year (Fall, Spring, Summer)

FACULTY IMPROVEMENT LEAVE APPLICATION AND REVIEW (Faculty 180)	Candidate Submits Credentials)	Department/School Recommendation to Chair/Director*	Chair/Director Recommendation to Dean	Dean Recommendation to Provost	Provost Notification to Candidate and Deans	Candidate Submits Signed FIL Agreement
	First Monday in October	October 15th	November 1st	December 15th	January 31st	February 15th

*For academic units whose reappointment policy requires input from the academic unit.

EMERITUS FACULTY STATUS	Call for Recommendations sent to Deans/Deans Assistants	Department/School Recommendation to Chair/Director	Chair/Director Recommendation to Dean	Dean Recommendation to Honorary Degree Committee Faculty Senate	Honorary Degree Committee Recommendation to Provost	Provost Notification to Candidate and Deans
	Early December	January 24	February 7	February 21	March 15	Mid April