

**UPDATED September 23, 2019: SCHEDULE FOR FACULTY REVIEWS: Promotion, Tenure, EPR, APR, and Merit - DEADLINES (CBA #3) <sup>1</sup>**  
 R:\Provost\Academic Affairs\Faculty Reviews - P&T, RR\DEADLINES\CBA #3\FINAL Faculty Review Schedule for RTP and Merit - CBA #3 (College Deadlines) - Revised Sept 23, 2019.xlsx] College Deadlines

PROMOTION & TENURE RECOMMENDATION SUBMITTED TO PROVOST FOR DECISION (AND FORWARDING TO PRESIDENT & BOARD) (Faculty 180)	Candidate Submits Credentials to Department/ School*	Department/ School Committee Decision	Chair/ Director Recommendation <sup>Δ</sup>	College PTRC Recommendation	Dean Recommendation <sup>Δ</sup>	University-Level Review Committee Advisory Memo to Provost <sup>¶</sup>	Provost Recommendation to President & Trustees
<b>PROMOTION &amp; TENURE REVIEWS (TTF)</b> ●Promotion and Tenure ●Promotion to Associate Professor ●Promotion to Full Professor	September 30th <sup>#</sup>	October 15th	October 31st	December 15th	January 31st	February 28th	Late March/Early April
<b>PROMOTION REVIEWS (QRF)</b> ●Promotion to Qualified-Rank Associate Professor ●Promotion to Qualified-Rank Professor	September 30th	October 15th	October 31st	December 15th	January 31st	February 28th	Late March/Early April

*\*Recommended date. Submission date at the discretion of the academic unit.*

*<sup>#</sup> Solicitation and return of external review letters must occur prior to submission of candidate credentials. See <https://www.bgsu.edu/content/dam/BGSU/provost/faculty-affairs/documents/external-reviews-pt.pdf>*

*<sup>Δ</sup> A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process*

*<sup>¶</sup> 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 <sup>Δ</sup>	College PTRC Recommendation	Dean Recommendation <sup>Δ</sup>	University-Level Review Committee Advisory Memo to Provost <sup>¶</sup>	Provost Notification of Renewal of Contract
<b>ENHANCED PERFORMANCE REVIEWS (TTF)</b> ●TTF (last year of mid-probationary appointment, typically Year 3)	October 15th	November 15th	November 30th	January 31st	February 28th	March 31st	Late April
<b>ENHANCED PERFORMANCE REVIEWS (QRF)</b> ●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 31st December 15th	Not later than April 1st Not later than February 1st

*\*Recommended date. Submission date at the discretion of the academic unit.*

*<sup>Δ</sup> A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process*

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

*<sup>1</sup> Throughout this document, any deadline that falls on a weekend or university holiday will be moved to the next business day of the university*

**NOTICE OF NON-RENEWAL TO QRF 12+ YEARS  
SUBMITTED TO PROVOST FOR RENEWAL DECISION  
(paper)**

<u>Chair/ Director Recommendation to Dean</u>	<u>Dean Recommendation to Provost</u>	<u>Provost Notification of Non-Renewal of Contract</u>
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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
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**APRs SUBMITTED TO PROVOST FOR RENEWAL DECISION  
(Faculty 180)**

<u>Candidate Submits Credentials)*</u>	<u>Department Recommendation to Chair#</u>	<u>Recommendation to Dean<sup>Δ</sup></u>	<u>Dean Recommendation to Provost<sup>Δ</sup></u>	<u>Provost Notification of Annual Renewal of Contract</u>
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**ANNUAL PERFORMANCE REVIEWS FOR QRF**  
For years 1-2

September 30th	October 15th	November 15th	February 28th	Not later than April 1st
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**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
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For Years 7+: Please refer to "Merit Reviews for QRF Years 7 and Beyond"

*\*Recommended date. Submission date at the discretion of the academic unit.*

*#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*

**APRs FOR PROBATIONARY TTF SUBMITTED TO PROVOST  
FOR REVIEW/FILING (Faculty 180)<sup>∧</sup>**

<u>Candidate Submits Credentials)*</u>	<u>Department Recommendation to Chair/ Director#</u>	<u>Chair/ Director Recommendation to Dean and Provost<sup>Δ</sup></u>	<u>Filed by Office of Provost</u>
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**ANNUAL PERFORMANCE REVIEWS FOR PROBATIONARY TTF**  
*Prior* to TTF Enhanced Performance Review (EPR)

January 31st	February 28th	March 31st	May 15th
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**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 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. It is expected that Dean provides substantive feedback to candidate before end of spring semester.**

*\*Recommended date. Submission date at the discretion of the academic unit.*

*# 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 <sup>Δ</sup>	Chair/ Director Recommendation to Dean (including Department/ School Recommendation) <sup>ΔΔ</sup>	Dean Consultation with Provost	Dean Notifies Faculty of Merit Decisions
MERIT REVIEWS FOR ALL TENURED TTF <sup>◊</sup>	September 7th	September 28th	October 19th	November 15th***	On or about January 15th
MERIT REVIEWS FOR ALL PROBATIONARY TTF	September 7th	September 28th	October 19th	November 15th***	On or about January 15th
MERIT REVIEWS FOR QRF YEARS 1-6	September 7th	September 28th	October 19th	November 15th***	On or about January 15th
MERIT REVIEWS FOR QRF YEARS 7 AND BEYOND <sup>◊</sup>	September 7th	September 28th	October 19th	November 15th***	On or about January 15th

\*As per Merit Template.

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

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

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

<sup>◊</sup> 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)

<sup>◊</sup> 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)