### PROMOTION & TENURE RECOMMENDATION

**SUBMITTED TO PROVOST FOR DECISION (AND FORWARDING TO PRESIDENT & BOARD)**

<table>
<thead>
<tr>
<th>Candidate Submits Credentials to</th>
<th>Department/ School Committee Decision</th>
<th>Chair/ Director Recommendation</th>
<th>College PTRC Recommendation</th>
<th>Dean Recommendation</th>
<th>University-Level Review Committee Advisory Memo to Provost</th>
<th>Provost Recommendation to President &amp; Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September 30th</strong></td>
<td><strong>October 15th</strong></td>
<td><strong>October 31st</strong></td>
<td><strong>December 15th</strong></td>
<td><strong>January 31st</strong></td>
<td><strong>February 28th</strong></td>
<td><strong>Late March/Early April</strong></td>
</tr>
</tbody>
</table>

*Recommended date. Submission date at the discretion of 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

¶ 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

**ENHANCED PERFORMANCE REVIEWS (TTF)**

- **TTF (last year of mid-probationary appointment, typically Year 3)**

<table>
<thead>
<tr>
<th>Candidate Submits Credentials to</th>
<th>Department/ School Committee Decision</th>
<th>Chair/ Director Recommendation</th>
<th>College PTRC Recommendation</th>
<th>Dean Recommendation</th>
<th>University-Level Review Committee Advisory Memo to Provost</th>
<th>Provost Notification of Renewal of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 15th</strong></td>
<td><strong>November 15th</strong></td>
<td><strong>November 30th</strong></td>
<td><strong>January 31st</strong></td>
<td><strong>February 28th</strong></td>
<td><strong>March 31st</strong></td>
<td><strong>Late April</strong></td>
</tr>
</tbody>
</table>

**ENHANCED PERFORMANCE REVIEWS (QRF)**

- **QRF (EPR every third year in years 1-6)**

<table>
<thead>
<tr>
<th>Candidate Submits Credentials to</th>
<th>Department/ School Committee Decision</th>
<th>Chair/ Director Recommendation</th>
<th>College PTRC Recommendation</th>
<th>Dean Recommendation</th>
<th>University-Level Review Committee Advisory Memo to Provost</th>
<th>Provost Notification of Renewal of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Typically year 3</strong></td>
<td><strong>September 30th</strong></td>
<td><strong>October 15th</strong></td>
<td><strong>November 15th</strong></td>
<td><strong>January 31st</strong></td>
<td><strong>February 28th</strong></td>
<td><strong>March 15th</strong></td>
</tr>
<tr>
<td><strong>Typically year 6</strong></td>
<td><strong>September 1st</strong></td>
<td><strong>September 15th</strong></td>
<td><strong>October 1st</strong></td>
<td><strong>November 1st</strong></td>
<td><strong>December 1st</strong></td>
<td><strong>Not later than February 1st</strong></td>
</tr>
</tbody>
</table>

*Recommended date. Submission date at the discretion of 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

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

1 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

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
Dean Recommendation to Provost
Provost Notification of Annual Renewal of Contract

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

For years 4-5
September 7th
September 21st
October 5th
December 15th
Not later than February 1st

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.
ΔA 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)
Candidate Submits Credentials
Department Recommendation to Chair/ Director
Chair/ Director Recommendation to Dean
Dean Recommendation to Provost
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

AFTER TTF Enhanced Performance Review (EPR)
January 31st
February 28th
March 31st
May 15th

*Recommended date. Submission date at the discretion of the academic unit.
#For academic units whose reappointment policy requires input from the academic unit.
ΔA rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

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

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.

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)

<table>
<thead>
<tr>
<th>Candidate Submits Credentials*</th>
<th>Department/School Recommendation to Chair/ DirectorΔ</th>
<th>Chair/Director Recommendation to Dean (including Department/School Recommendation)ΔΔ</th>
<th>Dean Consultation with Provost</th>
<th>Dean Notifies Faculty of Merit Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7th</td>
<td>September 28th</td>
<td>October 19th</td>
<td>November 15th***</td>
<td>On or about January 15th</td>
</tr>
</tbody>
</table>

*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

### MERIT REVIEWS FOR ALL BUFM (TTF and QRF)

- September 7th
- September 28th
- October 19th
- November 15th***
- On or about January 15th

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

#### TTF

<table>
<thead>
<tr>
<th>Year</th>
<th>APR</th>
<th>QRF</th>
<th>Merit: Both TTF &amp; QRF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Fall Year 1 (TTF)</td>
<td>Fall Year 1 (QRF)</td>
<td>Any relevant information prior to September 7th dossier submission</td>
</tr>
<tr>
<td></td>
<td>Submitted by January 2nd</td>
<td>Submitted by January 20th</td>
<td>Submitted by September 7th</td>
</tr>
<tr>
<td>Year 2</td>
<td>Spring Year 1, Summer Year 1, Fall Year 2</td>
<td>Spring Year 1, Summer Year 1</td>
<td>Fall Year 1, Spring Year 1, Summer Year 1</td>
</tr>
<tr>
<td></td>
<td>Submitted by January 2nd</td>
<td>Submitted by September 20th</td>
<td>Submitted by September 7th</td>
</tr>
<tr>
<td>Year 3</td>
<td>Cumulative through Summer Year 2</td>
<td>Cumulative through Summer Year 2</td>
<td>Fall Year 1, Spring Year 2, Summer Year 2</td>
</tr>
<tr>
<td></td>
<td>Submitted by October 15th</td>
<td>Submitted by September 20th</td>
<td>Submitted by September 7th</td>
</tr>
<tr>
<td>Year 4</td>
<td>Fall Year 3, Spring Year 3, Summer Year 3, and Fall Year 4</td>
<td>Fall Year 3, Spring Year 3, Summer Year 3</td>
<td>Fall Year 3, Spring Year 3, Summer Year 3</td>
</tr>
<tr>
<td></td>
<td>Submitted by January 2nd</td>
<td>Submitted by September 20th</td>
<td>Submitted by September 7th</td>
</tr>
<tr>
<td>Year 5</td>
<td>Spring Year 4, Summer Year 4, Fall Year 4</td>
<td>Fall Year 4, Spring Year 4, Summer Year 4</td>
<td>Fall Year 4, Spring Year 4, Summer Year 4</td>
</tr>
<tr>
<td></td>
<td>Submitted by January 2nd</td>
<td>Submitted by September 20th</td>
<td>Submitted by September 7th</td>
</tr>
<tr>
<td>Year 6</td>
<td>Cumulative through date of submission</td>
<td>Cumulative through date of submission</td>
<td>Fall Year 5, Spring Year 5, Summer Year 5</td>
</tr>
<tr>
<td></td>
<td>Submitted by September 20th</td>
<td>Submitted by September 20th</td>
<td>Submitted by September 7th</td>
</tr>
<tr>
<td>Year 7 and Beyond</td>
<td>n/a</td>
<td>n/a</td>
<td>Previous Academic Year</td>
</tr>
</tbody>
</table>

#### QRF

- Fall, Spring, Summer