# PROMOTION & TENURE RECOMMENDATION

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

<table>
<thead>
<tr>
<th>Candidate Submits Credentials to Department/ School*</th>
<th>Department/ School Committee Decision</th>
<th>Chair/ Director RecommendationΔ</th>
<th>College PTRC Recommendation</th>
<th>Dean RecommendationΔ</th>
<th>Provost Recommendation to President &amp; Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30th</td>
<td>October 15th</td>
<td>October 31st</td>
<td>December 15th</td>
<td>January 31st</td>
<td>Late March/Early April</td>
</tr>
</tbody>
</table>

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

Δ Solicitation and return of external review letters must occur prior to submission of candidate credentials

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

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# ENHANCED PERFORMANCE REVIEWS

**SUBMITTED TO PROVOST FOR RENEWAL DECISION (via eRPT)**

<table>
<thead>
<tr>
<th>Candidate Submits Credentials to Department/ School*</th>
<th>Department/ School Committee Decision</th>
<th>Chair/ Director RecommendationΔ</th>
<th>College PTRC Recommendation</th>
<th>Dean RecommendationΔ</th>
<th>Provost Notification of Renewal of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 15th</td>
<td>November 15th</td>
<td>November 30th</td>
<td>January 31st</td>
<td>February 28th</td>
<td>Late April</td>
</tr>
</tbody>
</table>

**ENHANCED PERFORMANCE REVIEWS (TTF)**

- TTF (last year of mid-probationary appointment, typically Year 3)
- TTF (EPR every third year in years 1-6)

**ENHANCED PERFORMANCE REVIEWS (NTTF)**

- Typically year 3
- Typically year 6

*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
## Notice of Non-Renewal to NTTF 12+ Years Submitted to Provost for Renewal Decision (Paper)

<table>
<thead>
<tr>
<th>Chair/ Director</th>
<th>Dean</th>
<th>Provost Notification of Non-Renewal of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation to Dean</td>
<td>Recommendation to Provost</td>
<td></td>
</tr>
</tbody>
</table>

**Non-Renewal of NTTF 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 Submitted to Provost for Renewal Decision (Paper)

#### Annual Performance Reviews for NTTF

**For years 1-3**

- Candidate Submits Credentials
- Department Recommendation to Chair
- Recommendation to Dean
- Dean Recommendation to Provost
- Provost Notification of Annual Renewal of Contract

- September 30th
- October 15th
- November 15th
- February 28th
- Not later than April 1st

**For years 4-6**

- August 31st
- September 15th
- September 30th
- December 15th
- Not later than February 1st

**For Years 7+: Please refer to “Merit Reviews for NTTF 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.

#### Annual Performance Reviews for Probationary TTF

**Prior to 3-year reappointment review**

- Candidate Submits Credentials
- Department Recommendation to Chair/ Director
- Chair/ Director Recommendation to Dean and Provost
- Filed by Office of Provost

- 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.

**AFTER 3-year reappointment review**

- January 31st
- February 28th
- March 31st

**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)

<table>
<thead>
<tr>
<th>Candidate Submits Credentials*</th>
<th>Department/ School Recommendation to Chair/ Director</th>
<th>Chair/ Director Recommendation to Dean (including Department/ School Recommendation)**</th>
<th>Dean Consultation with Provost</th>
<th>Dean Notifies Faculty of Merit Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERIT REVIEWS FOR ALL TENURED TTF³</td>
<td>August 31st</td>
<td>September 20th</td>
<td>October 15th</td>
<td>November 15th***</td>
</tr>
<tr>
<td>MERIT REVIEWS FOR ALL PROBATIONARY TTF</td>
<td>August 31st</td>
<td>September 20th</td>
<td>October 15th</td>
<td>November 15th***</td>
</tr>
<tr>
<td>MERIT REVIEWS FOR NTTF YEARS 1-6</td>
<td>August 31st</td>
<td>September 20th</td>
<td>October 15th</td>
<td>November 15th***</td>
</tr>
<tr>
<td>MERIT REVIEWS FOR NTTF YEARS 7 AND BEYOND</td>
<td>August 31st</td>
<td>September 20th</td>
<td>October 15th</td>
<td>November 15th***</td>
</tr>
</tbody>
</table>

* As per Merit Template.

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

³ 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.

³ All Tenured faculty are required to participate in the merit review process beginning 2016-2017. Merit reviews with rating of "unacceptable" may serve as a trigger event for an Extraordinary Review (CBA Article 31).

³ All "NTTF Years 7 and Beyond" are required to participate in the merit review process beginning 2017-2018, which will serve as the annual review for the purpose of reappointment decisions based on performance (Article 14, Section 5.3.1).

### Table of Review Periods for Merit Determination (CBA Article 17, Section 11.1.3)

<table>
<thead>
<tr>
<th>Year Merit Raise is Added to Base Salary</th>
<th>Merit Increase Pool</th>
<th>Period of Time Included in Merit Determination</th>
<th>When Merit Review and Recommendations are Made by Academic Unit, Chair/Director, and Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 17 (i.e., 2016-2017 Academic Year Contract)</td>
<td>1.00%</td>
<td>CY 2015 (i.e., Spring 2015, Summer 2015, Fall 2015)</td>
<td>2015-2016 AY</td>
</tr>
<tr>
<td>FY 18 (i.e., 2017-2018 Academic Year Contract)</td>
<td>1.00%</td>
<td>CY 2016 (i.e., Spring 2016, Summer 2016, Fall 2016), CY 2015 (i.e., Spring 2015, Summer 2015, Fall 2015), and CY 2014 (i.e., Spring 2014, Summer 2014, Fall 2014)</td>
<td>2016-2017 AY</td>
</tr>
<tr>
<td>FY 19 (i.e., 2018-2019 Academic Year Contract)</td>
<td>1.00%</td>
<td>AY 2016-2017 (i.e., Fall 2016, Spring 2017, Summer 2017), CY 2016 (i.e., Spring 2016, Summer 2016, Fall 2016), and CY 2015 (i.e., Spring 2015, Summer 2015, Fall 2015)</td>
<td>Fall 2017 Semester</td>
</tr>
</tbody>
</table>