### PROMOTION & TENURE RECOMMENDATION

<table>
<thead>
<tr>
<th>Candidate Submits Credentials to Department/ School</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>September 30th&lt;sup&gt;*&lt;/sup&gt;</td>
<td>October 15th</td>
<td>October 31st</td>
<td>December 15th</td>
<td>January 31st</td>
<td>February 28th</td>
<td>Late March/Early April</td>
</tr>
</tbody>
</table>

<sup>*</sup>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

### ENHANCED PERFORMANCE REVIEWS SUBMITTED TO PROVOST FOR RENEWAL DECISION (Faculty 180)

<table>
<thead>
<tr>
<th>Candidate Submits Credentials to Department/ School</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>October 15th</td>
<td>November 15th</td>
<td>November 30th</td>
<td>January 31st</td>
<td>February 28th</td>
<td>March 31st</td>
<td>Late April</td>
</tr>
</tbody>
</table>

<sup>★TIF (last year of mid-probationary appointment, typically Year 3)</sup>

<sup>★QRF (EPR every third year in years 1-6)</sup>

<sup>★QRF (EPR every third year in years 1-6)</sup>

### ENHANCED PERFORMANCE REVIEWS (QRF)

<table>
<thead>
<tr>
<th>Typically year 3</th>
<th>September 30th</th>
<th>October 15th</th>
<th>November 15th</th>
<th>January 31st</th>
<th>February 28th</th>
<th>March 15th</th>
<th>Not later than April 1st</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typically year 6</td>
<td>September 1st</td>
<td>September 15th</td>
<td>October 1st</td>
<td>November 1st</td>
<td>December 1st</td>
<td>December 15th</td>
<td>Not later than February 1st</td>
</tr>
</tbody>
</table>

<sup>*</sup>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

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
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

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.
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)

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 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

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. 

*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

Chair/ Director Recommendation to Dean (including Department/ School Recommendation)

Dean Consultation with Provost

Dean Notifies Faculty of Merit Decisions

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7th</td>
<td>September 28th</td>
</tr>
<tr>
<td>October 19th</td>
<td>November 15th**</td>
</tr>
</tbody>
</table>

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

September 7th

September 28th

October 19th

November 15th**

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*As per Merit Template.

**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

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

◊◊◊ All "QRF Years 3 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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>APR</th>
<th>QRF</th>
<th>Merit: Both TTF &amp; QRF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fall Year 1</td>
<td>Fall Year 1</td>
<td>Any relevant information prior to September 7th</td>
</tr>
<tr>
<td></td>
<td>Submit by January 2nd</td>
<td>Submit by September 7th</td>
<td>dossier submission</td>
</tr>
<tr>
<td>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>
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<tr>
<td></td>
<td>Submit by January 2nd</td>
<td>Submit by September 7th</td>
<td>Submit by September 7th</td>
</tr>
<tr>
<td>3</td>
<td>Cumulative through Summer Year 2</td>
<td>Cumulative through Summer Year 2</td>
<td>Fall Year 2, Spring Year 2, Summer Year 2</td>
</tr>
<tr>
<td></td>
<td>Submit by October 15th</td>
<td>Submit by September 30th</td>
<td>Submit by September 7th</td>
</tr>
<tr>
<td>4</td>
<td>Fall Year 3, Spring Year 3, Summer Year 3, 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>
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<td></td>
<td>Submit by January 2nd</td>
<td>Submit by September 7th</td>
<td>Submit by September 7th</td>
</tr>
<tr>
<td>5</td>
<td>Spring Year 4, Summer Year 4, Fall Year 5</td>
<td>Spring Year 4, Summer Year 4</td>
<td>Fall Year 4, Spring Year 4, Summer Year 4</td>
</tr>
<tr>
<td></td>
<td>Submit by January 2nd</td>
<td>Submit by September 7th</td>
<td>Submit by September 7th</td>
</tr>
<tr>
<td>6</td>
<td>Cumulative through date of submission</td>
<td>Cumulative over the three-year term</td>
<td>Fall Year 5, Spring Year 5, Summer Year 5</td>
</tr>
<tr>
<td></td>
<td>Submit by September 30th</td>
<td>Submit by September 30th</td>
<td>Submit by September 7th</td>
</tr>
<tr>
<td>7</td>
<td>n/a</td>
<td>n/a</td>
<td>Previous Academic Year (Fall, Spring, Summer)</td>
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**FACULTY IMPROVEMENT LEAVE APPLICATION AND REVIEW (Faculty 180)**

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