

## Calendar for Fall Personnel Actions

<b>Date:</b>	<b>Candidate:</b>	<b>Unit:</b>	<b>Dean/CPC:</b>
<b>April 15</b>			<b>Contract Renewals:</b> Dean notifies the candidate & all faculty of contract renewals for the up-coming Fall semester
<b>Summer</b>	Prepares portfolio		
<b>September 15 (Required per Faculty Policy)</b>	Submits portfolio to Unit Head		
<b>September 15 – 3<sup>rd</sup> Friday in October</b>		<p>Unit Head makes portfolio &amp; student evals available for review by unit faculty</p> <p>Unit faculty review the portfolio &amp; student evals</p> <p>Unit meeting is held to discuss/vote on candidate's contract renewal</p> <p>Unit Head prepares draft unit recommendation; submits it to candidate &amp; unit faculty</p> <p>Unit recommendation is finalized</p>	
<b>4<sup>th</sup> Friday in October</b>		Unit Head submits unit recommendation to the Dean. Dean to CPC	
<b>4<sup>th</sup> Friday in October – 3<sup>rd</sup> Friday in November</b>			CPC reviews
<b>3<sup>rd</sup> Friday in November</b>			CPC recommends personnel action to Dean
<b>3<sup>rd</sup> Friday in November – December 1</b>			Dean reviews
<b>Dec 1 – 7</b>			Dean must meet with candidate if contract renewal or tenure will be denied
<b>Dec 15 (Required per Faculty Policy)</b>			Dean notifies candidate & Unit Head of decision

NOTE: Each fall, the College must decide if the Dean shall be an ex-officio member of the College Personnel Committee