

Calendar for Winter Personnel Actions

Date:	Candidate:	Unit:	Dean/CPC:
November 30			Personnel Actions: Dean notifies the candidate & all faculty of personnel actions for the up-coming Winter semester
Fall Semester	Prepares portfolio		
January (First day of Winter semester classes – Required per Faculty Policy)	Submits portfolio to Unit Head		
January – last day of February		<p>Unit Head makes portfolio & student evals available for review by unit faculty</p> <p>Unit faculty review the portfolio & student evals</p> <p>Unit meeting is held to discuss/vote on candidate's contract renewal, tenure and/or promotion</p> <p>Unit Head prepares draft unit recommendation; submits it to candidate & unit faculty</p> <p>Unit recommendation is finalized</p>	
March 1		Unit Head submits unit recommendation to the Dean. Dean to CPC	
March 1 – March 31			CPC reviews
April 1			CPC recommends personnel action to Dean
April 1 – April 15			Dean reviews
April 15 – April 22			Dean must meet with candidate if contract renewal or tenure will be denied
May 1 (Required per Faculty Policy)			Dean notifies candidate & Unit Head of decision