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UTIA Faculty Evaluation and Promotion and Tenure Calendar, 2009-2010

A. Schedule for Promotion and Tenure Review

Note: The Promotion and Tenure process will substitute for the annual evaluation in the year a probationary faculty member goes up for P&T.

Schedule	
Date	Event
September 3	Promotion and Tenure Workshop-Faculty/Department Heads 2:30 p.m. - 4:00 p.m., University Center room 225
September 4	Promotion and Tenure Workshop-Faculty/Department Heads 9:00 a.m. – 10:30 a.m., University Center room 225
September 9	Promotion and Tenure Workshop-Faculty/Department Heads 3:30 p.m. – 5:00 p.m., University Center Shiloh Room; also available via Webcast
September 21	All Promotion and Tenure review committees established
October 26	Deadline for submission of supporting materials to the Department/Unit Head. Please check with your department/unit as they may require an earlier date for submission of supporting materials.
January 8	Deadline for submission of Departmental recommendations to Dean(s)
February 5	Deadline for submission of UTIA P&T Advisory Committee for CASNR, Ag Research, and Extension and CVM College P&T Committee recommendations to the Dean(s)
March 5	Deadline for Dean's recommendations to the Office of the Vice President for Agriculture
April 19	Promotion and Tenure Workshop-Faculty/Department Heads 9:00 a.m. - 10:30 a.m., University Center room 225
April 20	Promotion and Tenure Workshop-Faculty/Department Heads 1:30 p.m. - 3:00 p.m., University Center room 225

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Schedule	
Date	Event
June, 2010	Board of Trustees action on 2009-2010 tenure and promotion recommendations

B. UTIA Schedule for Retention and Annual Evaluations of Tenure-Track Faculty

Note: All tenured faculty members will receive an annual evaluation each academic year. All probationary faculty members beyond their first year will have a retention review during the Fall Semester and annual evaluation conducted in the Spring Semester until the year they go up for Promotion and Tenure. In exceptional circumstances, a probationary faculty member may require an evaluation during the first academic year at the discretion of the department head.

UTIA Probationary Tenure Track Faculty Annual Retention Review Schedule ¹	
Date	Event
October 15	Generally, faculty members should submit their materials for annual retention reviews four weeks prior to the departmental due date for recommendations to the Dean(s). Please check with your department head to confirm this timing.
November 21	Deadline for Departmental recommendations on annual retention review to the Dean(s).
December 1	Deadline for College recommendations on annual retention review to the Vice President for Agriculture
January 15	Deadline for Vice President for Agriculture's recommendations on annual retention review to be returned to departments and faculty members.
Note: See Faculty Handbook (3.11.3.3) for dates related to notice of non-renewal.	

¹Probationary faculty undergoing enhanced retention review typically in year four should prepare their draft dossiers in order to comply with all deadlines within the normal Promotion and Tenure review schedule. ²Dossiers prepared for enhanced retention review will be reviewed by the UTIA or CVM Promotion and Tenure Committees

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who will provide only written comments regarding the dossier (votes will not be taken) prior to the Dean(s) and Chief Academic Officer/Vice President's review and recommendation.

UTIA Annual Evaluation Schedule	
Dec-January	Annual Performance Survey of UTIA Deans
December 15	Faculty Annual Expectations and Reporting forms completed and submitted to Department Head
February 28	Departments to complete all annual evaluations and forward recommendations to Dean(s)
May 1	Annual evaluations with Dean's recommendation due to the VP for Agriculture
May 30	Annual evaluation of Department Heads due to the VP for Agriculture