

Pathways for Review Deadlines

ACADEMIC & HEALTH COLLEGES

2023-2024

Office of the Executive Vice President & Provost

April 19, 2023

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Pathways Document Overview

This document provides key deadlines for the completion of the review at each respective level, however, subsequent reviews can begin as soon as the file is advanced. Faculty are encouraged to submit their response to the review as soon as they receive it but within no more than 10 business days. Each review level will auto-advance to the next stage at the deadline if not manually advanced by the faculty member. Once the dossier is advanced to the next level of review, either by the faculty member or automatically, the review cannot be reconsidered by the previous review level.

To “catch-up” to [HOP 06-503](#) installed at the beginning of Fall 2022, all tenure-track faculty members in *years 3 and 4* will undergo the 3rd-year review (formerly 4th year review; moved to year 3 in [HOP 06-503](#)) in 2023-2024 with the inclusion of the college committee.

The Pathways for the Health Colleges (College of Health Professions, School of Nursing, and School of Social Work) deviate from the Academic Colleges in the following cases:

- Annual evaluations for tenured faculty
- Annual evaluations for non-tenure track (lecturers and clinical) faculty
- Reappointments (renewals) and promotions for non-tenure track faculty

You will find the timelines for these delineated within the section for each respective rank.

Important Deadlines:

Early Promotion:

Candidates seeking early promotion may apply early if the faculty member believes their performance record *substantially exceeds* the department’s evaluation guidelines for promotion. Any conversation related to what “substantially exceeds” the evaluation criteria should be directed to the chair and/or dean.

To be considered for an early promotion review, the faculty member must submit the request (specifically assistant or associate professors must submit an external review request) to the department chair no later than **March 1**.

External Reviewers:

Candidates going up for tenure & promotion or promotion to full in the next academic year must submit their initial list of external reviewers to the department chair no later than **March 1**.

Deferral of reviews:

Candidates requesting a deferral of their evaluation in the next academic year must submit their request to the department chair no later than **March 1**.

Committee Formation:

Department and college committee members will be requested by the Office of the Provost in the spring for the following academic year. **In accordance with [HOP 06-503/504 Appendix E.1.c.i.](#), all committees are to be finalized by May 1**, including selection of the committee chair.

TENURED FACULTY EVALUATION PATHWAYS

Promotion to Full Professor – All Colleges

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|---|
| <i>Candidate Dossier Submission</i> | |
| 1. Department Committee <i>Candidate response</i> | September 8, 2023 September 29, 2023 <i>Within 10 Business Days of Review</i> |
| 2. Department Chair <i>Candidate response</i> | November 3, 2023 <i>Within 10 Business Days of Review</i> |
| 3. College Committee <i>Candidate response</i> | December 15, 2023 <i>Within 10 Business Days of Review</i> |
| 4. College Dean <i>Candidate response</i> | January 26, 2024 <i>Within 10 Business Days of Review</i> |
| 5. University Committee <i>Candidate response</i> | March 20, 2024 <i>Within 10 Business Days of Review</i> |
| 6. Provost <i>Candidate response</i> | May 8, 2024 <i>Within 10 Business Days of Review</i> |
| 7. President | June 14, 2024 |

For questions regarding going up for promotion early, please see note on [page 3](#).

Annual Evaluation for Tenured Faculty – ACADEMIC COLLEGES ONLY

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|---|
| <i>Candidate Dossier Submission</i> | |
| 1. Department Committee <i>Candidate response</i> | October 3, 2023 October 25, 2023 <i>Within 10 Business Days of Review</i> |
| 2. Department Chair <i>Candidate response</i> | December 5, 2023 <i>Within 10 Business Days of Review</i> |
| 3. College Dean | February 15, 2024 |

TENURED FACULTY EVALUATION PATHWAYS (cont.)

Annual Evaluation for Tenured Faculty – HEALTH COLLEGES ONLY

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|--|
| <i>Candidate Dossier Submission</i> | |
| 1. Department/School Committee | March 29, 2024 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 2. Department Chair | May 6, 2024 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 3. College/School Dean | June 14, 2024 |

Comprehensive Periodic Evaluation – All Colleges

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|--|
| <i>Candidate Dossier Submission</i> | |
| 1. Department Committee | September 29, 2023 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 2. Department Chair | November 3, 2023 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 3. College Dean | February 15, 2024 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |

If an action plan is required, all plans should be finalized with the chair/dean by March 1.

TENURE-TRACK FACULTY EVALUATION PATHWAYS

First Year Tenure-Track Evaluation – All Colleges

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|--|
| <i>Candidate Dossier Submission</i> | <i>January 12, 2024</i> |
| 1. Department Committee <i>Candidate response</i> | February 1, 2024 <i>Within 10 Business Days of Review</i> |
| 2. Department Chair <i>Candidate response</i> | March 20, 2024 <i>Within 10 Business Days of Review</i> |
| 3. College Dean <i>Candidate response</i> | April 25, 2024 <i>Within 10 Business Days of Review</i> |

Second Year Annual Tenure-Track Evaluation – All Colleges

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|--|
| <i>Candidate Dossier Submission</i> | <i>September 5, 2023</i> |
| 1. Department Committee <i>Candidate response</i> | September 19, 2023 <i>Within 10 Business Days of Review</i> |
| 2. Department Chair <i>Candidate response</i> | October 23, 2023 <i>Within 10 Business Days of Review</i> |
| 3. College Dean <i>Candidate response</i> | November 29, 2023 <i>Within 10 Business Days of Review</i> |

TENURE-TRACK FACULTY EVALUATION PATHWAYS (cont.)

Third Year & Fourth Year Annual Tenure-Track Evaluation – All Colleges

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|--|
| <i>Candidate Dossier Submission</i> | <i>September 8, 2023</i> |
| 1. Department Committee <i>Candidate response</i> | September 29, 2023 <i>Within 10 Business Days of Review</i> |
| 2. Department Chair <i>Candidate response</i> | November 3, 2023 <i>Within 10 Business Days of Review</i> |
| 3. College Committee <i>Candidate response</i> | December 15, 2023 <i>Within 10 Business Days of Review</i> |
| 4. College Dean <i>Candidate response</i> | February 15, 2024 <i>Within 10 Business Days of Review</i> |

Fifth Year Annual Tenure-Track Evaluation – All Colleges

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|--|
| <i>Candidate Dossier Submission</i> | <i>September 8, 2023</i> |
| 1. Department Committee <i>Candidate response</i> | September 29, 2023 <i>Within 10 Business Days of Review</i> |
| 2. Department Chair <i>Candidate response</i> | November 3, 2023 <i>Within 10 Business Days of Review</i> |
| 3. College Dean <i>Candidate response</i> | December 15, 2024 <i>Within 10 Business Days of Review</i> |

TENURE-TRACK FACULTY EVALUATION PATHWAYS (cont.)

Application for Tenure & Promotion to Associate Professor – All Colleges

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|--|
| <i>Candidate Dossier Submission</i> | <i>September 8, 2023</i> |
| 1. Department Committee <i>Candidate response</i> | September 29, 2023 <i>Within 10 Business Days of Review</i> |
| 2. Department Chair <i>Candidate response</i> | November 3, 2023 <i>Within 10 Business Days of Review</i> |
| 3. College Committee <i>Candidate response</i> | December 15, 2023 <i>Within 10 Business Days of Review</i> |
| 4. College Dean <i>Candidate response</i> | January 26, 2024 <i>Within 10 Business Days of Review</i> |
| 5. University Committee <i>Candidate response</i> | March 20, 2024 <i>Within 10 Business Days of Review</i> |
| 6. Provost <i>Candidate response</i> | May 8, 2024 <i>Within 10 Business Days of Review</i> |
| 7. President Recommendation to BOR | June 14, 2024 |
| 8. Board of Regents approval | August 2024 |

For questions regarding going up for tenure and promotion early, please see note on [page 3](#).

NON-TENURE TRACK FACULTY EVALUATION PATHWAYS

First Year Non-Tenure Track Evaluation – ACADEMIC COLLEGES ONLY

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|--|
| <i>Candidate Dossier Submission</i> | <i>January 12, 2024</i> |
| 1. Department Committee <i>Candidate response</i> | February 1, 2024 <i>Within 10 Business Days of Review</i> |
| 2. Department Chair <i>Candidate response</i> | March 20, 2024 <i>Within 10 Business Days of Review</i> |
| 3. College Dean | April 25, 2024 |

First Year Non-Tenure Track Evaluation – HEALTH COLLEGES ONLY

| <u>Level of Review</u> | <u>Deadlines</u> |
|---|--|
| <i>Candidate Dossier Submission</i> | <i>March 1, 2024</i> |
| 1. Department/School Committee <i>Candidate response</i> | March 29, 2024 <i>Within 10 Business Days of Review</i> |
| 2. Department Chair <i>Candidate response</i> | May 6, 2024 <i>Within 10 Business Days of Review</i> |
| 3. College/School Dean | June 14, 2024 |

NON-TENURE TRACK FACULTY EVALUATION PATHWAYS (cont.)

Annual Evaluation for Non-Tenure Track Faculty – ACADEMIC COLLEGES ONLY

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|--|
| <i>Candidate Dossier Submission</i> | |
| 1. Department Committee | October 25, 2023 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 2. Department Chair | December 5, 2023 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 3. College Dean | February 1, 2024 |

Annual Evaluation for Non-Tenure Track Faculty – HEALTH COLLEGES ONLY

| <u>Level of Review</u> | <u>Deadlines</u> |
|--|--|
| <i>Candidate Dossier Submission</i> | |
| 1. Department/School Committee | March 29, 2024 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 2. Department Chair | May 5, 2024 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 3. College/School Dean | June 14, 2024 |

NON-TENURE TRACK FACULTY EVALUATION PATHWAYS (cont.)

Evaluation for NTT Renewal &/or Promotion – ACADEMIC COLLEGES ONLY

| <u>Level of Review</u> | <u>Deadlines</u> |
|---|--|
| <i>Candidate Dossier Submission</i> | <i>October 3, 2023</i> |
| 1. Department/School Committee | October 25, 2023 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 2. Department Chair | December 8, 2023 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 3. College Dean | February 1, 2024 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 4. Deans Issue Reappointment Letter/Notification of Non-Renewal | April 28, 2024 |
| 5. Provost's Decisions on Promotions | June 28, 2024 |

For questions regarding going up for promotion early, please see note on [page 3](#).

Evaluation for NTT Renewal &/or Promotion – HEALTH COLLEGES ONLY

| <u>Level of Review</u> | <u>Deadlines</u> |
|---|--|
| <i>Candidate Dossier Submission</i> | <i>March 1, 2024</i> |
| 1. Department/School Committee | March 29, 2024 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 2. Department Chair | May 5, 2024 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 3. College/School Dean | June 9, 2024 |
| <i>Candidate response</i> | <i>Within 10 Business Days of Review</i> |
| 4. Deans Issue Reappointment Letter/Notification of Non-Renewal | June 28, 2024 |
| 5. Provost's Decisions on Promotions | July 31, 2024 |

For questions regarding going up for promotion early, please see note on [page 3](#).