

Deadlines for Annual Evaluations, Promotion & Tenure, and Academic Procedures 2009-2010

Dates not denoted by an asterisk are meant as guidance only. Faculty should contact their chair for official deadlines.

| <i>Procedure</i> | <i>Faculty Member</i> | <i>Department/Chair</i> | <i>Dean/College</i> | <i>Provost/University</i> |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Promotion & Tenure | <p>**September 10 Deadline for candidates for PROMOTION to request a departmental review by presenting a letter to the department chair with a copy to the Dean. (See Policy 4.6.4, Promotion & Tenure)</p> <p><u>Consult department chair for Tenure deadline applications</u> – Note: For TENURE it is the responsibility of the candidate to submit an application. Failure to do so will result in a terminal contract. (See Policy 4.6.4, Promotion & Tenure)</p> | <p>**September 10 Deadline to elect college and department P&T committees. (See Policy 4.6.4, Promotion & Tenure)</p> <p>November 6 Deadline for department committee to notify department chair of committee's P&T recommendations, including reconsideration decisions.</p> <p>**December 1 Deadline for department chair to submit P&T recommendations <i>and materials</i> (not defined by policy) to college dean. (See Policy 4.6.4, Promotion & Tenure)</p> | <p>**September 10 Deadline to elect college and department Promotion & Tenure committees. (See Policy 4.6.4, Promotion & Tenure)</p> <p>January 20 Deadline for college committee to notify college dean of committee's P&T recommendations, including reconsideration decisions.</p> <p>**February 15 Deadline for college dean to submit P&T recommendations and materials (not defined by policy) to Provost. (See Policy 4.6.4, Promotion & Tenure)</p> | <p>***May 15 of preceding academic year– Deadline to elect University P&T committee for upcoming academic year. (See Policy 4.6.4, Promotion & Tenure)</p> <p>***Representatives shall be elected no later than May of the year preceding the academic year in which the committee is to serve (Policy 4.6.4, Promotion & Tenure)</p> <p>February 25 Deadline for initial recommendations to be submitted to Provost on all applications subject to review by P&T committee under Policy 4.6.4, Promotion & Tenure.</p> <p>**March 15 Deadline for Provost to submit P&T recommendations to President. (See Policy 4.6.4, Promotion & Tenure)</p> |
| 1st Year Evaluation | <p><u>Consult department chair for 1st year evaluation instructions.</u></p> | <p>**January 15 The Chair shall meet with the first-year non-tenured tenure-track faculty member no later than January 15 and will provide written feedback on his/her performance during the academic year to date. (See Policy 4.6.5, Evaluation of Non-Tenured Tenure-Track Faculty)</p> <p>**February 1 The Chair shall submit to the Dean a recommendation for reappointment/terminal contract of full-time faculty members in their first year of service, along with a justification of no more than one page. (See Policy 4.6.5, Evaluation of Non-Tenured Tenure-Track Faculty)</p> | <p>February 9 Deans will notify faculty and Dept. Chair member if they do not concur with recommendations. (Requests for reconsideration must be submitted to the Dean by the Dept. and/or faculty member within five calendar days of receipt of the report.)</p> <p>*February 15 The Dean shall submit to the Provost a recommendation for reappointment/terminal contract of full-time faculty members in their first year of service.</p> | <p>*February 22 The Provost shall submit to the President a recommendation for reappointment/terminal contract of full-time faculty members in their first year of service.</p> <p>**March 1 Deadline for the President to notify first-year faculty of non-reappointment. (See Policy 4.6.4, Promotion & Tenure).</p> |

* = Dates from Provost's Academic Affairs Important Dates Calendar

** = Dates defined by policy
rev. 07/15/09:

Dates not denoted by an asterisk are meant as guidance only. Faculty should contact their chair for official deadlines.

| <i>Procedure</i> | <i>Faculty Member</i> | <i>Department/Chair</i> | <i>Dean/College</i> | <i>Provost/University</i> |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2nd Year Evaluation | <u>October 2</u> Self evaluations due to Dept. Chair. | <u>October 16</u> Dept. recommendations regarding reappointment due to Dean. | <u>October 23</u> Deans will notify faculty and Dept. Chair member if they do not concur with recommendations. (Requests for reconsideration must be submitted to the Dean by the Dept. and/or faculty member within five calendar days of receipt of the report.) <u>*November 13</u> The Dean shall submit to the Provost a recommendation for reappointment/terminal contract of full-time faculty members in their second year of service. | <u>*December 1</u> The Provost shall submit to the President a recommendation for reappointment/terminal contract of full-time faculty members in their second year of service. <u>**December 15</u> Deadline for the President to notify second-year faculty of non-reappointment. (See Policy 4.6.4, Promotion & Tenure). |
| 3rd, 4th, 5th year Faculty Evaluation | <u>November 16</u> Self-evaluations due to Dept. Chair. | <u>January 1</u> Dept. recommendations regarding reappointment due to Dean. | <u>January 8</u> Deans will notify faculty and Dept. Chair member if they do not concur with recommendations. (Requests for reconsideration must be submitted to the Dean by the Dept. and/or faculty member within five calendar days of receipt of report.) <u>*February 12</u> The Dean shall submit to the Provost a recommendation for reappointment/terminal contract of full-time faculty members in their 3 rd , 4 th , or 5 th year of service. | <u>*March 30</u> The Provost shall submit to the President a recommendation for reappointment/terminal contract of full-time faculty members in their 3 rd , 4 th , or 5 th year. <u>**May 15</u> Deadline for the President to notify 3 rd , 4 th , or 5 th year faculty of non-reappointment. (See Policy 4.6.4, Promotion & Tenure). |
| Merit Pay | <u>January 29</u> Faculty submit merit pay documentation. | <u>April 1</u> Merit information due to Dean (each unit should follow its approved policy regarding the use of past merit evaluations). | | |
| Sabbatical Leave | <u>*September 15</u> Requests due to the Dept. Chair. | <u>*October 23</u> Department recommendations due to Dean/College Sabbatical Leave Committee. | <u>*November 1</u> Requests due from Deans to Provost. | <u>*December 15</u> Sabbatical requests due from Provost to President. |
| Emeritus Faculty | <u>January 8</u> Faculty Emeritus nominations due to Dept. Chair. | <u>January 15</u> Dept. Chair Emeritus Faculty nominations due to Dean. | <u>*February 5</u> Nominations submitted for Emeritus Faculty to Provost. | |

* = Dates from Provost's Academic Affairs Important Dates Calendar

** = Dates defined by policy
rev. 07/15/09:

Dates not denoted by an asterisk are meant as guidance only. Faculty should contact their chair for official deadlines.

| <i>Procedure</i> | <i>Faculty Member</i> | <i>Department/Chair</i> | <i>Dean/College</i> | <i>Provost/University</i> |
|--------------------------------------------|------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Retirement Transition Program (RTP) | <u>*September 11</u> RTP faculty requests due to Chair. | <u>*October 9</u> RTP Chair requests due to Dean. | <u>*November 6</u> RTP Dean requests due to Provost. | <u>*November 13</u> RTP Provost requests due to President. <u>*December 4</u> President review of RTP applications. <u>*December 11</u> RTP President's recommendations, pending Board of Regents approval, communicated to academic administrators and relevant faculty. |

| <i>Procedure</i> | <i>Process</i> | <i>Additional Information</i> |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic Affairs Staff Evaluation | <u>*** July & August</u> Annual Performance Review meetings should be completed by direct supervisors for all Academic Affairs Staff (any staff falling under the Provost's Office on the current EKU Organizational Chart). <u>***September 1</u> Original copies of the 2008-2009 Employee Performance Evaluation form are due to Human Resources. *** Dates determined by Human Resources. | The department of Human Resources will conduct refresher training sessions on the performance management process for those responsible for evaluation of academic staff. Employee Evaluation Forms can be found online at the department of Human Resources, at http://www.hr.eku.edu/development/performance/docs/Performance_Evaluation_Form.doc . For further information, please contact Holly Long, holly.long@eku.edu or 622-8874. |