

Important Due Dates for Individuals 2023-24

LEAVES: Applications and Reports

Monday, October 2, 2023 – Report on leave in academic year 2022-2023 or spring 2023

Monday, October 2, 2023 – Application for leave in one or both semesters of 2024-25 or calendar year 2025

Thursday, February 1, 2024 – Memo of intent to take leave during one or both semesters of academic year 2025-26 or calendar year 2026 (*applies to tenured and tenure-eligible faculty only*)

Thursday, February 29, 2024 – Report on leave in calendar year 2023 or fall 2023

MERIT REVIEWS FOR ELIGIBLE FULL AND ASSOCIATE PROFESSORS

Monday, April 1, 2024 – Materials from full and associate professors eligible for merit review

TENURE AND PROMOTION CANDIDATES

Wednesday, November 15, 2023 – List of nominators of outside evaluators of scholarly work: spring 2024 promotion or tenure decisions

Friday, December 15, 2023 – Materials for outside evaluators for spring 2024 tenure decisions

Tuesday, January 16, 2024 – Materials for outside evaluators for spring 2024 promotion decisions

Tuesday, April 16, 2024 – List of nominators of outside evaluators of scholarly work: fall 2024 tenure decisions

Monday, July 15, 2024 – Materials for outside evaluators for fall 2024 tenure decisions

TENURE-TRACK REAPPOINTMENT CANDIDATES

Thursday, February 1, 2024 – Candidates submit relevant materials to the CFA and to their R&P

FACULTY ON TERM APPOINTMENTS

For lecturers and senior lecturers on multi-year contracts which end at the end of 2024-25 and for lecturers and senior lecturers on one-year contracts: Candidates submit relevant materials to the CFA and to their R&P by Thursday, February 1, 2024

INSTRUCTORS IN SCIENCE LABORATORY (ISLs)

For ISLs on their first one-year contract, eligible for reappointment to a second one-year contract: Candidates submit relevant materials to their R&P and to the provost/dean of the college by Thursday, February 1, 2024

For ISLs and senior ISLs on multi-year contracts which end at the end of 2024-25 and for ISLs on a one-year contract who are eligible for reappointment to a multi-year contract: Candidates submit relevant materials to the CFA and to their R&P by Thursday, February 1, 2024

Important Due Dates for R&Ps 2023-24

Submit Recommendations to the Committee on Faculty Appointments:

Monday, October 2, 2023 – Reappointments of PERA faculty being reviewed in the fall

Monday, October 16, 2023 – Tenure (assistant professors)

Thursday, February 15, 2024 – Deadline for departmental R&Ps to bring recommendations for *initial* appointments to the ranks of associate professor and full professor (i.e., senior hires) to the CFA for its approval

Friday, March 1, 2024 – Reappointments of tenure-track faculty requiring one-year notification (See *Articles of Government*, Book I, Article IX, Section 4)

Friday, March 15, 2024 – Tenure (associate and full professors)

Monday, April 1, 2024 – Reappointments and/or promotions of PERA faculty being reviewed in the spring

Monday, April 1, 2024 – Promotion to full professor

Submit Recommendations to the Provost and Dean of the College:

Friday, March 1, 2024 – Recommendations for reappointments of Instructors in Science Laboratory (ISLs) on their first one-year contract, eligible for reappointment to a second one-year contract

Thursday, February 15, 2024 – Recommendations for ISLs on a one-year contract, eligible for reappointment to a multi-year contract, and for ISLs and senior ISLs on multi-year contracts which end at the end of 2024-25

Thursday, February 15, 2024 – Recommendation to appoint an individual after their fourth year of service as a visiting lecturer to a term contract as lecturer. (Only applicable if R&P's request to recommend appointment beyond the fourth year is approved during the staffing review process in December/January.)

Thursday, February 15, 2024 – Recommendations for reappointment of lecturers and senior lecturers on multi-year contracts which end at the end of 2024-25 and for lecturers and senior lecturers on one-year contracts

Spring 2024 – Recommendations for contract renewals of term faculty (i.e. visiting lecturers) with one to three years of service at the college

Submit to the Provost and Dean of the College:

Friday, September 15, 2023 – Verification of 2022-23 annual conversations for tenure-track faculty members and faculty on term appointments (i.e. lecturers and senior lecturers), instructors in science laboratory, and senior instructors in science laboratory; verification of 2022-23 conversations for tenured second- and fifth-year associate professors

Monday, October 16, 2023 – Names of candidates to be considered for early promotion to full professor in spring 2024

Friday, December 15, 2023 – Names of candidates to be considered for promotion to senior lecturer in spring 2024