

**2014-2015 Academic Year  
Calendar for Retention, Tenure & Promotion, including  
Probationary Plans  
(and Existing Probationary Plan Amendments)**

|  | 2nd/3rd Full                           | 3rd/5th OYR | 4th/5th/6th & Tenure Full | Promotion Only | NEW Probationary Plans | EXISTING Probationary Plans: Amendments ONLY |
|--|--|-------------|---------------------------|----------------|------------------------|--|
| <b>Department chairs</b> submit memo that 1) declares recommendation intent for all reviews - independent or participate in peer review committee; and 2) certifies <b>election</b> of department committee members. | 9/12/2014                              | 9/12/2014   | 9/12/2014                 | 9/12/2014      |                        | (SEPARATE PROCESS FROM WPAF)                 |
| Last day to notify faculty of material being added to their PAF (Hold 5 calendar days before placing in PAF)   | 9/29/2014                              | 9/29/2014   | 10/13/2014                | 10/13/2014     |                        |  |
| <b>Candidates</b> submit files to Department before due date to allow for additions from PAF   | 10/6/2014                              | 10/6/2014   | 10/20/2014                | 10/20/2014     |                        |  |
| Working Personnel Action Files (WPAF) - Closed at 5:00 p.m. and Probationary Plans / Plan Amendments Due   | 10/10/2014                             | 10/10/2014  | 10/24/2014                | 10/24/2014     | 1/23/2015              | 12/10/2014                                   |
| <b>Department Committee and Department Chair</b> deadline for recommendation to Candidates   | 11/3/2014                              | 11/3/2014   | 11/25/2014                | 11/25/2014     | 2/6/2015               | 1/26/2015                                    |
| 10-day period for candidate response (Calendar Days)   | <b>10-DAY OPTIONAL RESPONSE PERIOD</b> |             |                           |                |                        |  |
| <b>Department</b> level recommendations & candidates WPAF forwarded to School/College Committees and Deans by 5:00 p.m.  | 11/14/2014                             | 11/14/2014  | 12/8/2014                 | 12/8/2014      | 2/17/2015              | 2/5/2015                                     |
| <b>School/College Committee</b> recommendation to candidates (No OYR)  | 12/15/2014                             |             | 2/6/2015                  | 2/6/2015       | 3/16/2015              | 3/6/2015                                     |
| <b>Dean</b> deadline, recommendation to candidates   | 12/15/2014                             | 12/15/2014  | 2/6/2015                  | 2/6/2015       | 3/16/2015              | 3/6/2015                                     |
| 10-day period for candidate response   | <b>10-DAY OPTIONAL RESPONSE PERIOD</b> |             |                           |                |                        |  |
| <b>School/College level</b> recommendations and WPAF forwarded to Provost (or UBRTTP if negative or no recommendation) by 5:00 p.m.  | 1/5/2015                               |             | 2/18/2015                 | 2/18/2015      | 3/27/2015              | 3/17/2015                                    |
| <b>UBRTTP</b> deadline, recommendations to candidates  | 1/30/2015                              |             | 3/16/2015                 | 3/16/2015      |                        |  |
| 10-day period for candidate response   | <b>10-DAY OPTIONAL RESPONSE PERIOD</b> |             |                           |                |                        |  |
| <b>UBRTTP</b> recommendations and WPAF forwarded to Provost  | 2/10/2015                              |             | 3/27/2015                 | 3/27/2015      |                        |  |
| <b>Provost's</b> decisions sent to candidates  | 2/13/2015                              |             | 5/29/2015                 | 6/13/2014      | 5/14/2015              | 4/10/2015                                    |