

**2015-2016 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	EXISTING Probationary Plans: Amendments ONLY	NEW Probationary Plans
Department chairs submit memo that 1) declares recommendation intent for all reviews - independent or participate in peer review committee; and 2) certifies election of department committee members.	9/11/2015	9/11/2015	9/11/2015	9/11/2015	(SEPARATE PROCESS FROM WPAF)	
Last day to notify faculty of material being added to their PAF (Hold 5 calendar days before placing in PAF)	9/28/2015	9/28/2015	10/12/2015	10/12/2015		
Candidates submit files to Department before due date to allow for additions from PAF	10/5/2015	10/5/2015	10/19/2015	10/19/2015	12/1/2015	1/22/2016
Working Personnel Action Files (WPAF) - Closed at 5:00 p.m. and Probationary Plans / Plan Amendments Due	10/9/2015	10/9/2015	10/23/2015	10/23/2015		
Department Committee and Department Chair deadline for recommendation to Candidates	11/2/2015	11/2/2015	11/24/2015	11/24/2015	1/20/2016	2/5/2016
10-day period for candidate response (Calendar Days)	10-DAY OPTIONAL RESPONSE PERIOD					
Department level recommendations & candidates WPAF forwarded to School/College Committees and Deans by 5:00 p.m.	11/12/2015	11/12/2015	12/4/2015	12/4/2015	1/25/2016	2/12/2016
School/College Committee recommendation to candidates (No OYR)	12/14/2015		2/6/2016	2/6/2016	2/19/2016	3/14/2016
Dean deadline, recommendation to candidates	12/14/2015	12/14/2015	2/6/2016	2/6/2016	3/1/2016	3/14/2016
10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD					
School/College level recommendations and WPAF forwarded to Provost (or UBRTTP if negative or no recommendation) by 5:00 p.m.	1/4/2016		2/16/2016	2/16/2016	3/14/2016	3/18/2016
UBRTTP deadline, recommendations to candidates	1/29/2016		3/18/2016	3/18/2016		
10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD					
UBRTTP recommendations and WPAF forwarded to Provost	2/8/2016		3/28/2016	3/28/2016		
Provost's decisions sent to candidates	2/12/2016		6/1/2016	6/15/2016	4/15/2016	5/20/2016