

**2016-2017 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	Probationary Plans: New and Revised
<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><u>election</u></b> of department committee members.	9/9/2016	9/9/2016	9/9/2016	9/9/2016	
Last day to notify faculty of material being added to their PAF (Hold 5 calendar days before placing in PAF)	9/26/2016	9/26/2016	10/10/2016	10/10/2016	
<b>Candidates</b> submit files to Department before due date to allow for additions from PAF	10/3/2016	10/3/2016	10/17/2016	10/17/2016	1/20/2017
Working Personnel Action Files (WPAF) - Closed at 5:00 p.m. and Probationary Plans / Plan Amendments Due	10/7/2016	10/7/2016	10/21/2016	10/21/2016	
<b>Department Committee and Department Chair</b> deadline for recommendation to Candidates	10/31/2016	10/31/2016	11/22/2016	11/22/2016	2/3/2017
10-day period for candidate response (Calendar Days)	<b>10-DAY OPTIONAL RESPONSE PERIOD</b>				Forward Paper & "Clean" Electronic Copy
<b>Department</b> level recommendations & candidates WPAF forwarded to School/College Committees and Deans by 5:00 p.m.	11/10/2016	11/10/2016	12/2/2016	12/2/2016	2/6/2017
<b>School/College Committee</b> recommendation to candidates (No OYR)	12/9/2016		2/3/2017	2/3/2017	3/6/2017
<b>Dean</b> deadline, recommendation to candidates	12/9/2016	12/9/2016	2/3/2017	2/3/2017	3/6/2017
10-day period for candidate response	<b>10-DAY OPTIONAL RESPONSE PERIOD</b>				Forward Paper & "Clean" Electronic Copy
<b>School/College level</b> recommendations and WPAF forwarded to Provost (or UBRTTP if negative or no recommendation) by 5:00 p.m.	12/19/2016		2/13/2017	2/13/2017	3/10/2017
<b>UBRTTP</b> deadline, recommendations to candidates	1/27/2017		3/17/2017	3/17/2017	
10-day period for candidate response	<b>10-DAY OPTIONAL RESPONSE PERIOD</b>				
<b>UBRTTP</b> recommendations and WPAF forwarded to Provost	2/6/2017		3/27/2017	3/27/2017	
<b>Provost's</b> decisions sent to candidates	2/15/2017		6/1/2017	6/15/2016	5/19/2017